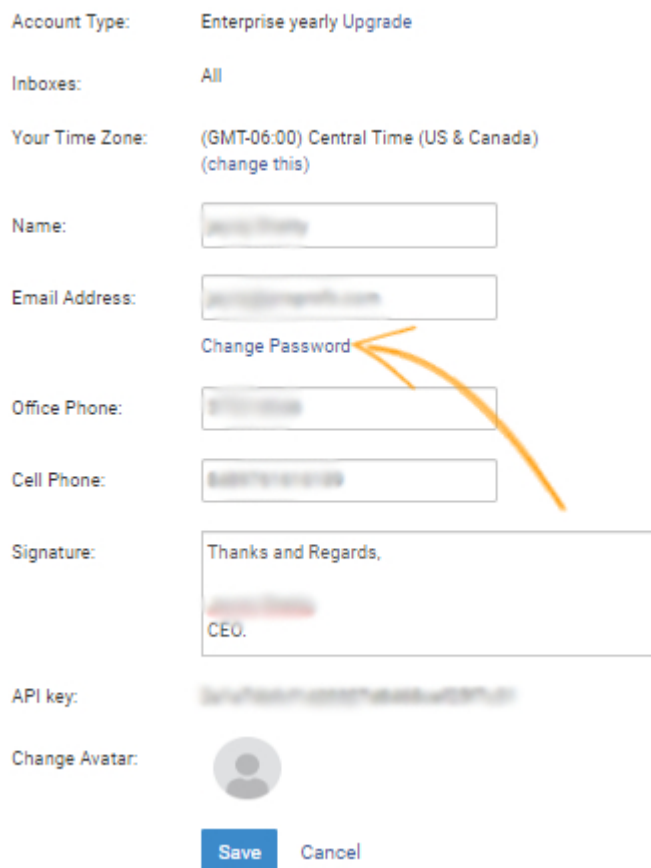


How to Change Your Help Desk Account Password

Follow these steps to change your Helpdesk password:

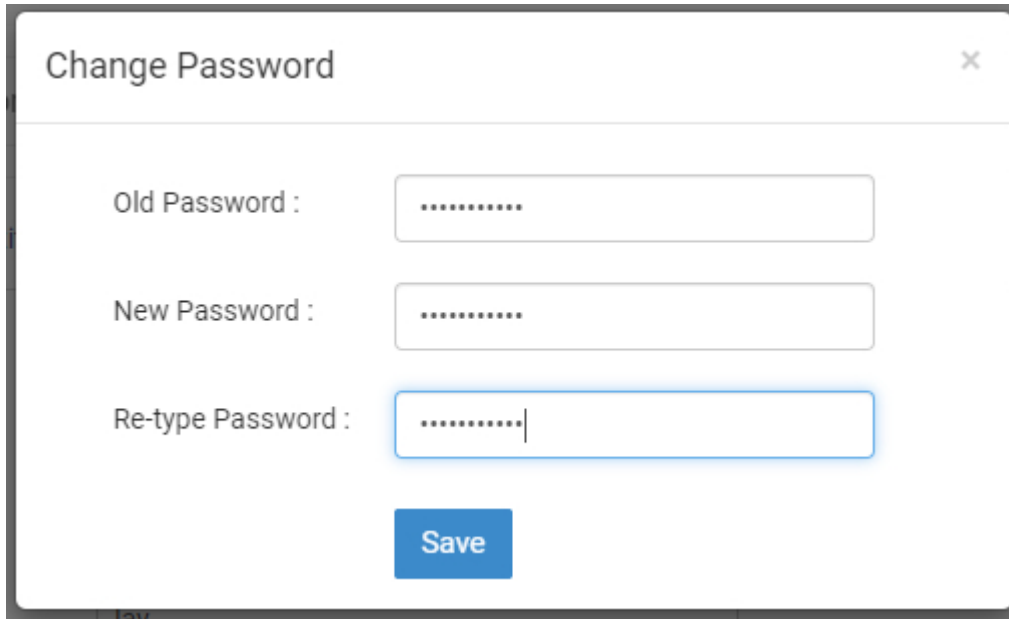
Step 1: Navigate to **My Account**. Your profile will load up. Locate and click the **Change Password** button.



The screenshot shows a user profile page with the following fields and options:

- Account Type: Enterprise yearly Upgrade
- Inboxes: All
- Your Time Zone: (GMT-06:00) Central Time (US & Canada) (change this)
- Name: [text input field]
- Email Address: [text input field]
- Change Password: [link, highlighted with an orange arrow]
- Office Phone: [text input field]
- Cell Phone: [text input field]
- Signature: Thanks and Regards, [redacted] CEO.
- API key: [text input field]
- Change Avatar: [avatar icon]
- Buttons: Save, Cancel

Step 2: Enter **Old Password** and **New password**. Confirm the new password in the re-type field. Click **Save** to secure the changes.



Change Password

Old Password :

New Password :

Re-type Password :

[Save](#)

You will receive a password change confirmation.

Name:

Email Address:

[Change Password](#)
Password Changed Successfully

Related Articles:

- [How to Create and Manage Teams?](#)
- [How to Update Name and Profile Picture?](#)
- [How to Create Filters?](#)