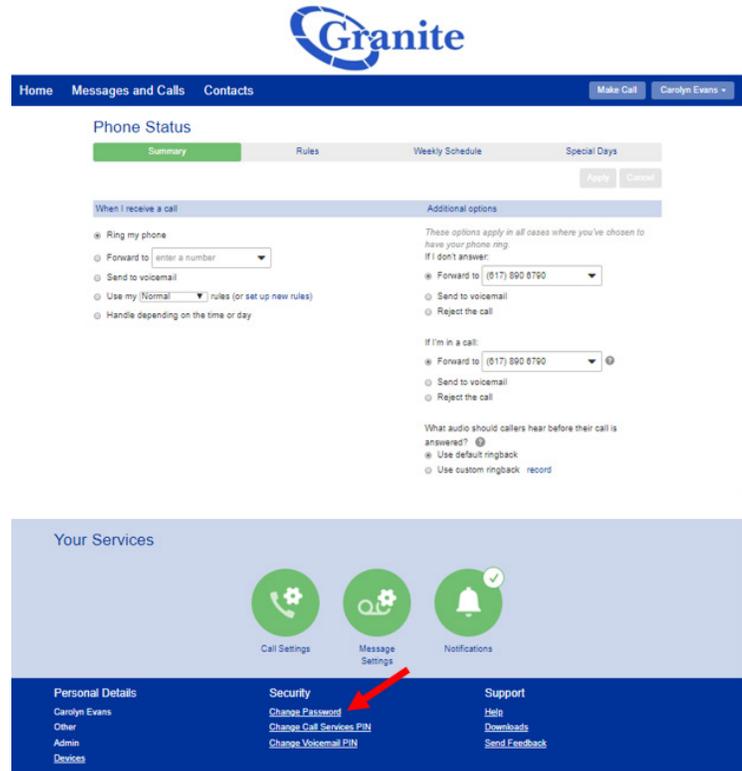# Changing Your Password

Soft Seat

Log in to the individual CommPortal

(*or access the individual settings from the Admin Portal*)

On the bottom of the page, click on the hyperlink "**Change Password**"

In the pop-up that appears, enter the **current** and the **new password** that would like to use.

Please note that the password will need a capital letter, a lowercase letter, a number, and a symbol

Confirm the new password by entering it again.

Click "**Confirm**" to make the change.

Your CommPortal password has now been updated!