Member How-to Document

Changing Your CUES Username and/or Password

Purpose: *To change your existing username and/or password.*

Process:

1. Once you are logged in to cues.org, you'll be in the myCUES Dashboard. From here, click 'Manage My Account'.

2. On the right-hand side of the page, under Password Settings, click Login & Password Settings.

3. On the next page, current password will auto populate
   a. To change your username, delete your current username and enter you new one. Enter your current password, then click 'Submit Changes'.
   b. To change your password, enter your current password, create your new password, and confirm it, then click 'Submit Changes'.
   Note: Passwords should only contain letters and numbers. The system does not recognize special characters.

Passwords should contain ONLY letters and numbers.
Special characters will cause login issues for you on cues.org.

Login:*   lgibbs2

Current password:*

New password:

Confirm new password:

Submit Changes   Reset

4. When you have successfully updated your username and/or password, you'll see the below confirmation.

ID: 1081755 **Name:** Laura Gibbs

Login information has been successfully updated!