

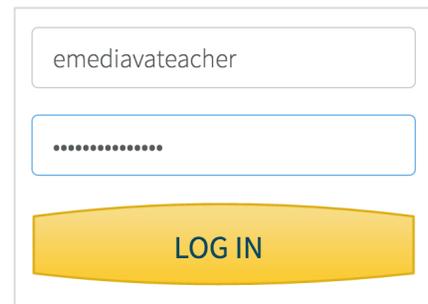
Changing Your Password

Before you begin – is your school using Single Sign-On? If your school division is using Single Sign-On, that means all users should use the same credentials on eMediaVA that are used at the school. Contact your school rep for password assistance if this is the case.

STEP ONE

Begin by logging in to eMediaVA with your existing credentials.

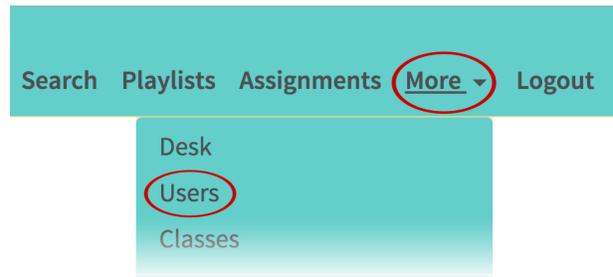
You can access the login page by going directly to <https://emediava.org/login> or by clicking the **Log In** link on the main navigation menu.



STEP TWO

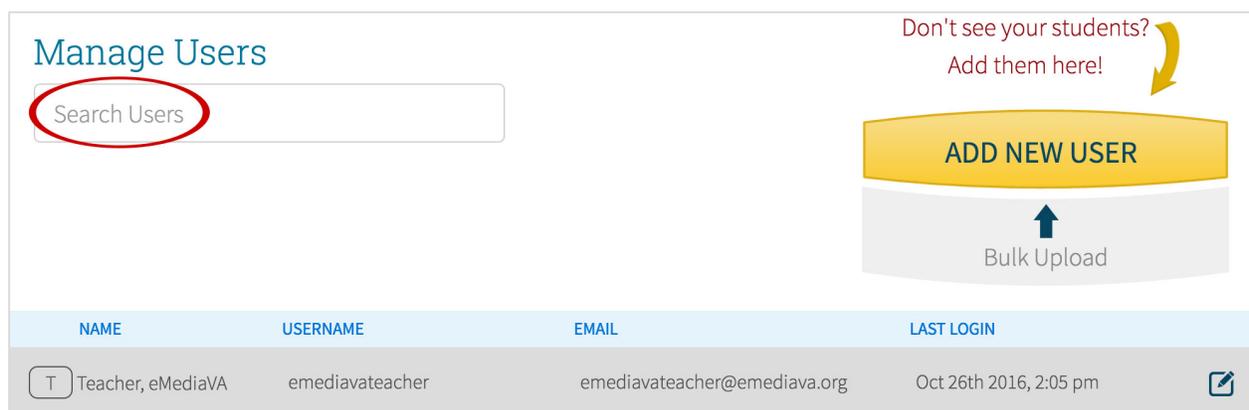
Choose **More** → **Users** from the main navigation menu.

The **Manage Users** page opens.



STEP THREE

eMediaVA should list your user profile as the first result in the users list. However, should that not be the case, you can search for your name or username using the **Search Users** field.



Don't see your students?
Add them here!

ADD NEW USER

Bulk Upload

NAME	USERNAME	EMAIL	LAST LOGIN
T Teacher, eMediaVA	emediavateacher	emediavateacher@emediava.org	Oct 26th 2016, 2:05 pm

STEP FOUR

Click on the **Edit** icon next to your name and information.

**STEP FIVE**

If your school is using Single Sign-On, the **Update Password** field relays a message for you to contact your school administrator.

This user's account uses Single Sign-on.
Any edits, including resetting their password, must be done through their school.

If your school is not using Single Sign-On, complete the **Update Password** fields on your profile page.

The only requirement for eMediaVA passwords is that they be at least 5 characters in length.

If you would like to email yourself a reminder of what the new password is, click the checkbox next to **Send an email with the new password to the user.**

Update Password

Must be at least 5 characters.

Send an email with the new password to the user.

Tip: The **Send an email** feature will only work if you have an email address saved in your profile. Double-check that the email address currently listed in the **Email** field is correct.

Click **Save Changes** when finished.

SAVE CHANGES

eMediaVA confirms that the change was made successfully. You will be required to use your new password the next time you log in to eMediaVA.

Successfully Saved.



Once the **Successfully Saved** message displays, you're free to continue with your other tasks in eMediaVA. Click on any main menu navigation option to do so.