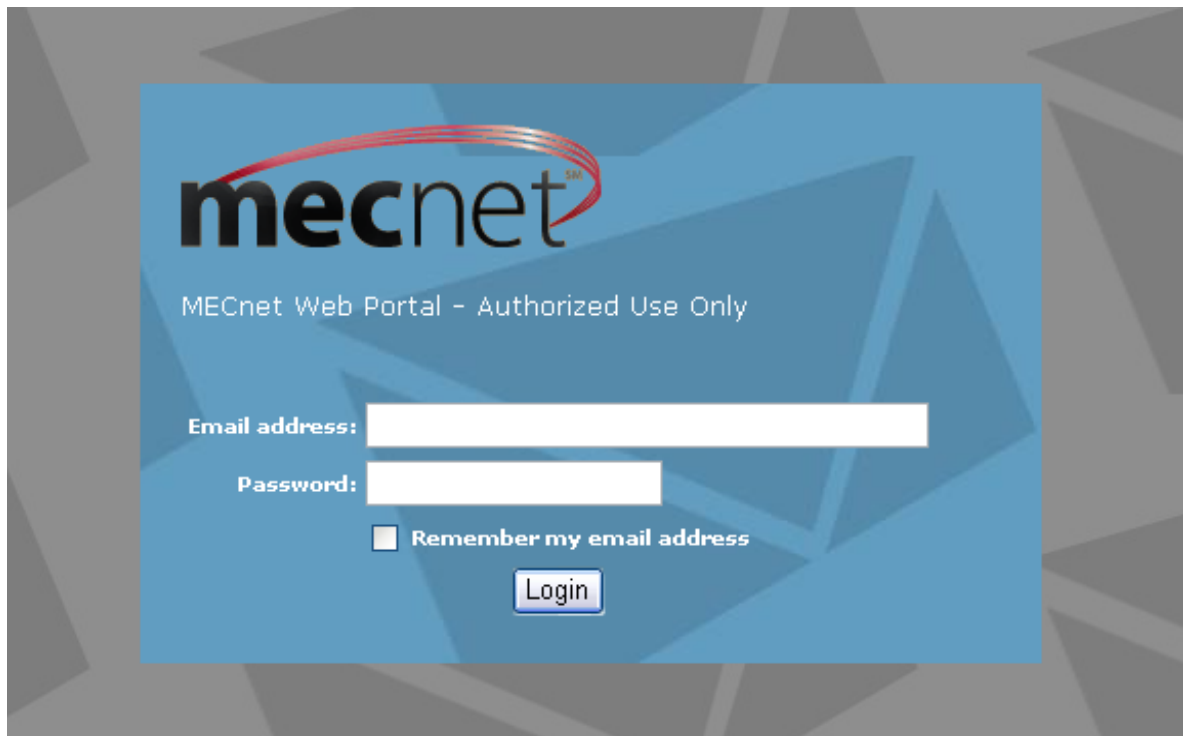


How to change your Email password.

MECnet Portal: Using Web-Based Email



The image shows a screenshot of the MECnet Web Portal login page. The page has a blue background with a white login form. The MECnet logo is at the top left, followed by the text "MECnet Web Portal - Authorized Use Only". Below this are two input fields for "Email address:" and "Password:". There is a checkbox labeled "Remember my email address" and a "Login" button.

mecnetSM

MECnet Web Portal - Authorized Use Only

Email address:

Password:

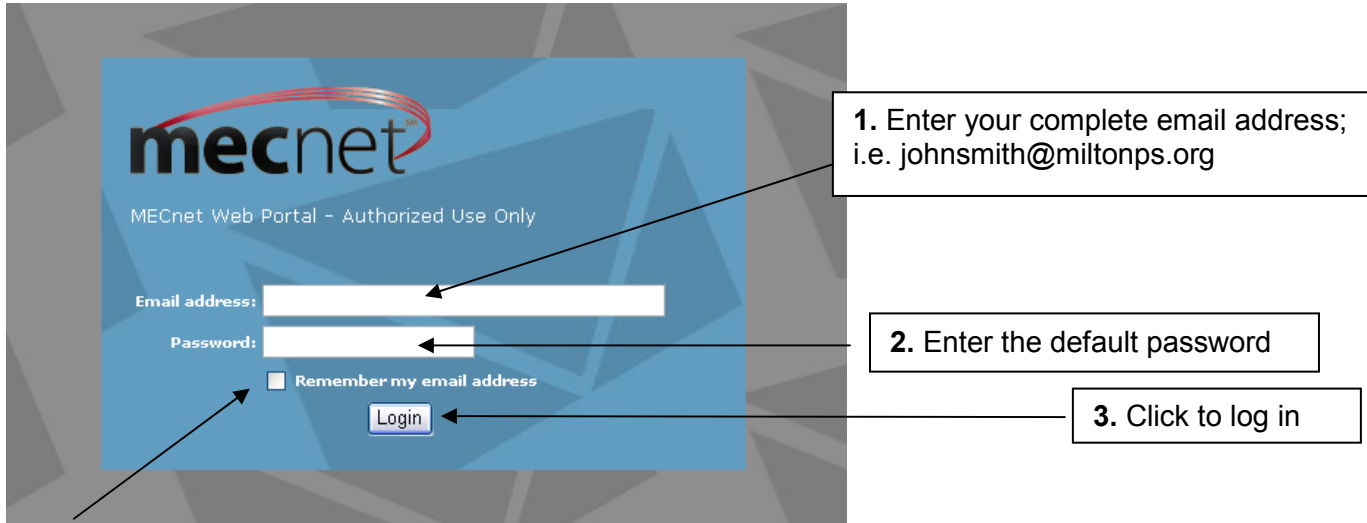
Remember my email address

Login

Log in to the web based interface

- 1. Launch your web browser.
- 2. Go to <http://portal.miltonps.org>

Enter your Email address and Password as requested. Click on login.

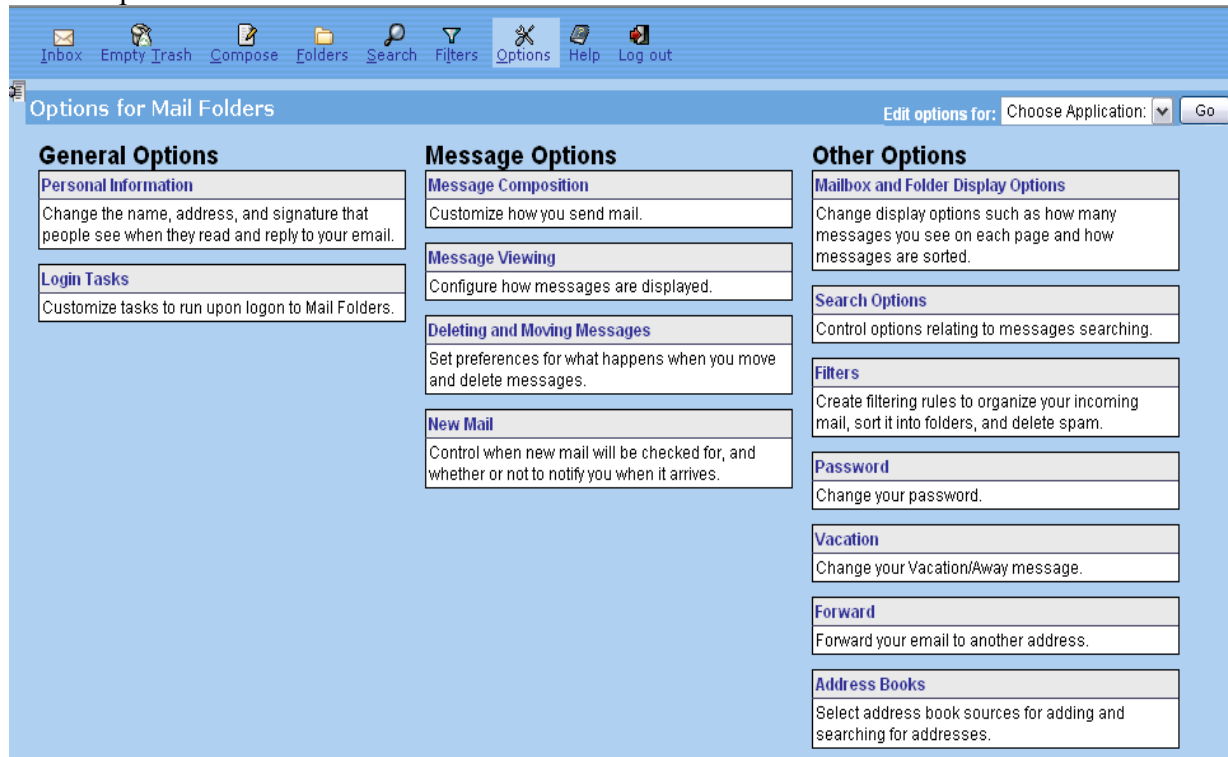


The image shows a screenshot of the MECnet Web Portal login page. The page has a blue background with the MECnet logo at the top left. Below the logo, it says "MECnet Web Portal - Authorized Use Only". There are two input fields: "Email address:" and "Password:". Below the password field is a checkbox labeled "Remember my email address" and a "Login" button. Three numbered callouts are present: 1. Points to the email address field with the text "1. Enter your complete email address; i.e. johnsmith@miltonps.org". 2. Points to the password field with the text "2. Enter the default password". 3. Points to the Login button with the text "3. Click to log in".

TIP: Click here to avoid typing in your username every time you log in. (NOTE: you must have the 'accept cookies' feature enabled on your browser for this feature to function properly).

Reset Password

Once you have logged into the Portal, the **Navigation Bar** shown below is located at the top of the page. Click on the **Options icon**, (located at the top of the page) to view your lists of options.



To change your password: Under the **Other Options** column click **Password**

- Type your default password in appropriate box marked 'Old password'.
 - Type your new password in the appropriate box, 'New password'.
 - Confirm your new password by entering it in the appropriate box, 'Confirm new password'.
 - Click the **CHANGE PASSWORD** button.
 - To test, log in using your new password.
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