

# Changing Your Password

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## Changing your EvoEvents Password

1. Click on the Sign In Button (top right of screen)
2. Click Forgot Password
3. Enter your email address and click Retrieve
4. Go to your email and there will be an email from EvoE. This may be in an updates, junk or spam type folder.

5. Open the email and click the link in the email
6. Enter your email address and click Submit
7. Click on Reset next to the persons name of the account that you wish to reset the password for
8. Enter the Password in both boxes and click Save
9. You will get a message saying the password has been changed. Click OK
10. You can now sign in with the new password.

Online URL: <https://kb.evoevents.co.nz/article.php?id=211>