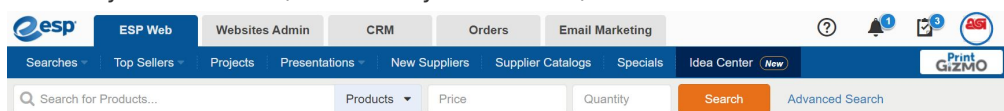


## ESP Quick Tip #31: Update Login Info in ESP

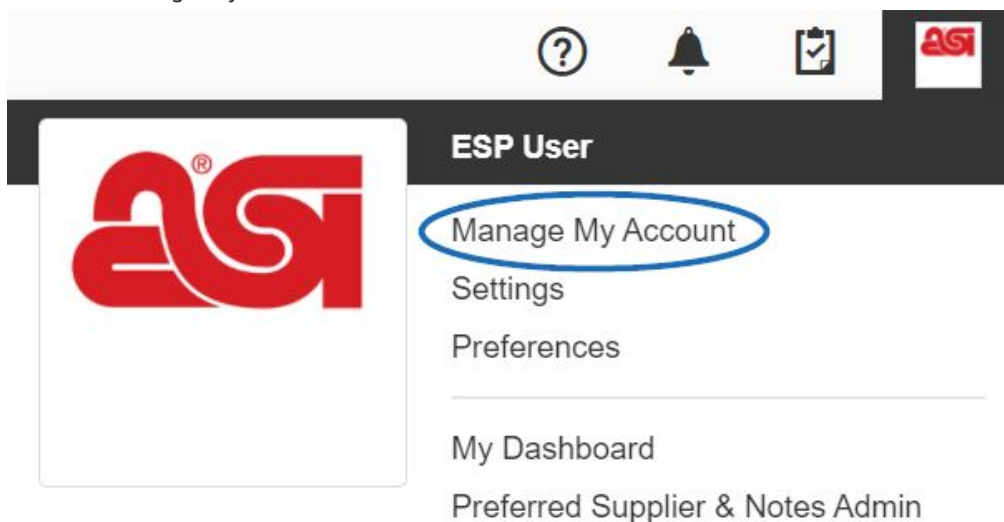
2022-03-17 - Jennifer M - ESP Quick Tips

You can update your username and password while logged into ESP. To do this, log into [ESP](#) and then take the following steps:

1. Click on your user icon (also called your "avatar")



2. Click on Manage My Account



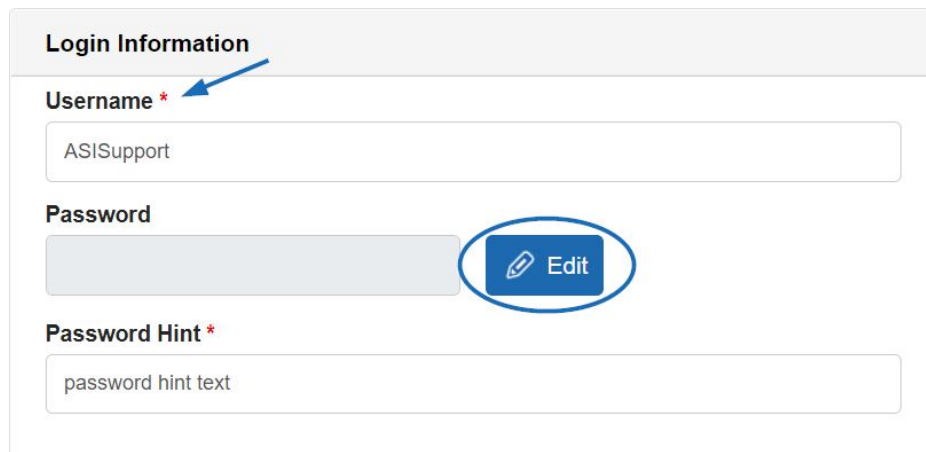
3. In the Edit User window, you are able to view all of your user information, including your ASI Number, contact and address information. On the right, there is a section for Login Information. In this section, you can update both your username and password.

- **Update Username**

Type the new username you would like to use in the Username box.

- **Update Password**

Click the Edit button




The image shows a 'Login Information' form. It has three main sections: 'Username \*', 'Password', and 'Password Hint \*'. The 'Username' field contains the text 'ASISupport'. The 'Password' field is empty and has a blue 'Edit' button with a pencil icon to its right, which is circled in blue. The 'Password Hint' field contains the text 'password hint text'. A blue arrow points to the red asterisk next to the 'Username' label.

**Login Information**

**Username \***

ASISupport

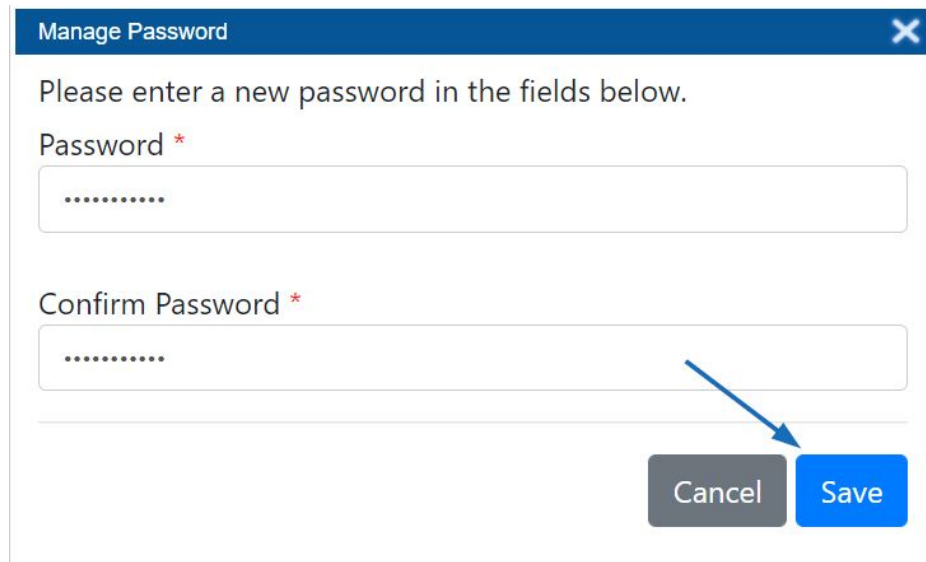
**Password**

 Edit

**Password Hint \***

password hint text

The Manage Password window will open. Enter the new password in each box and then click on Save.



The image shows a 'Manage Password' dialog box. It has a title bar with a close button (X). The main text says 'Please enter a new password in the fields below.' There are two password fields: 'Password \*' and 'Confirm Password \*'. Both fields contain eight dots. At the bottom right, there are two buttons: 'Cancel' and 'Save'. A blue arrow points to the 'Save' button.

**Manage Password** X

Please enter a new password in the fields below.

**Password \***

.....

**Confirm Password \***

.....

Cancel Save

**Note:** Passwords must be at least eight (8) characters long and contain both letters and numbers.

When you are finished making changes, scroll down and click on the Save button. To return to the ESP Web homepage, click on My Applications from the blue toolbar at the top and select "ESP Web" from the dropdown.