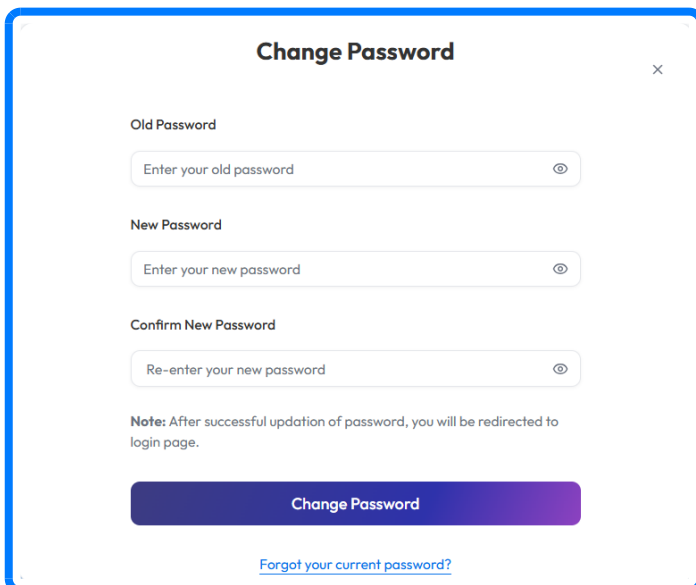


Account Management

Updating User Credentials

Maintaining account security requires regularly updating user credentials. Follow these instructions to modify your password securely.

- **Log in to the Platform**
 - Access the platform and sign in using your credentials.
- **Access the Profile Page**
 - Locate the **user profile section** in the **bottom-left corner of the sidebar** where your email and avatar are displayed.
 - Click on it to open the **profile options menu**.
- **Select "Change Password"**
 - Within the Profile page, find the "Change Password" option.
- **Follow the Password Change Process**
 - Enter your current password for verification.
 - Provide a new password following the password policy guidelines (if applicable).
 - Confirm the new password by entering it again.
- **Save Changes**
 - Click on "Submit" to confirm the password change.
 - After successfully updating your password, you will be redirected to the login page.



Change Password ×

Old Password

Enter your old password

New Password

Enter your new password

Confirm New Password

Re-enter your new password

Note: After successful updation of password, you will be redirected to login page.

Change Password

[Forgot your current password?](#)

Forgot Password

Resetting your password is straightforward if you have forgotten it. Follow these steps to securely regain access to your account.

- **Open the Forgot Password Page**

Navigate to the login page and click on the "Forgot password?" link below the login form.

- **Enter Registered Email Address**

Provide your registered Email Address in the input field.

- **Request Password Reset Link**

Click on the "Send" button. A password reset link will be sent to your registered email.

- **Check Email Inbox**

Go to your email inbox and look for the password reset email. If not found, check your spam or junk folder.

- **Follow the Password Reset Link**

Click the reset link in the email to open the password creation page.

- **Set a New Password**

Enter your new password following the password guidelines. Confirm the new password by entering it a second time.

- **Complete the Process**

Click "Submit" or "Reset Password" to finalize the change. You can now log in with your new password.

“ Password Guidelines:

- Use at least **8 characters** (including alphanumeric and special symbols password required).
- Avoid common words, sequential numbers, or personal details.

Revision #11

Created 1 February 2025 04:36:25 by Axiom IO

Updated 10 March 2026 11:47:39 by Axiom IO