

## **Changing Your User Name and Password**

You can access your user name and password in your profile. Click the **My Profile** link at the top right of your Home page.

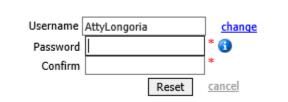
An official website of the United States government	
CJA eVoucher - Train District SDSO Training - Release 6.3.0.0	Welcome, David D Attorney (Attorney) 😌 My Profile
<u>Home</u> Operations Reports Links Help Sig	ign out Sign out

From your My Profile page, click **Edit** to the far right of your user name.

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CJA eVoucher - Train D SDSO Training - Releas		Welcome, David D Attorney (Attorney) 😫
	Reports Links Help Sign out	
> Help > <u>My Profile</u>		
Login Info Your Login information	UserName DDAttorney	Edit
Attorney Info Your personal info	Bar Number: TX125568 Your Name: David D Attorney	Edit

To change your user name, in the **Username** field, type the new user name, and click the **change** link.

To reset your password, click **Reset**. The screen changes to allow you to enter and confirm the new password. Click **Reset** again.



If you have forgotten your user name or are locked out of your account, you must contact your court to unlock your account. For more information, please view the Expired Passwords and Locked Accounts job aid.

AO-DTS-SDSO-TD| 8/28/2020

