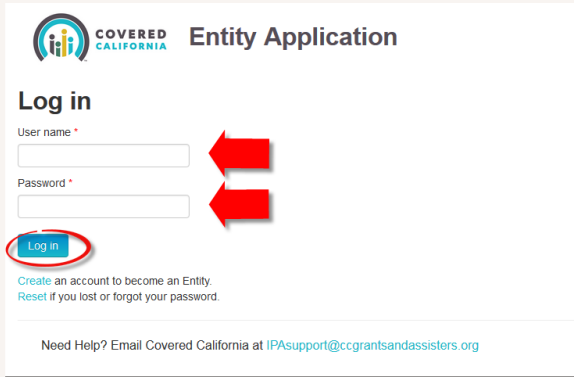


Resetting Password and User Information

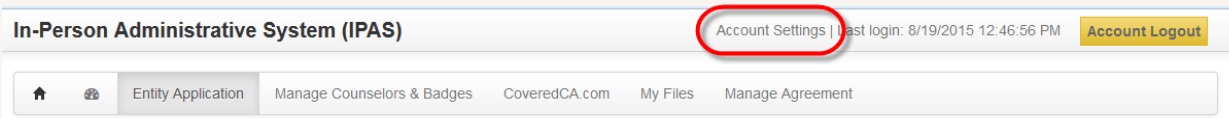
CHANGING IPAS USER PASSWORD AND EMAIL ADDRESS

Using the current IPAS login information, please, follow the below steps.

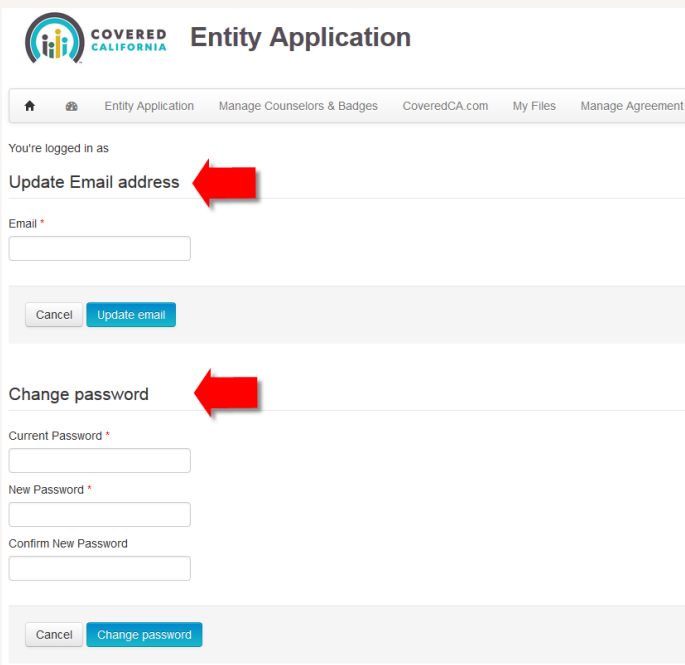
1. Login to your Entity's IPAS Account at: <https://ipas.ccgrantsandassistors.org/Account/Login>



2. Once logged in, at the top of the screen you will see Account Settings. Click on Account Settings



3. On the next page you will be able to update the user email address and password

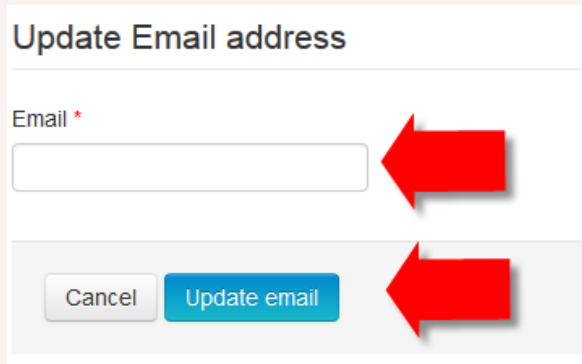


Resetting Password and User Information

4. Updating Email Address

*Note: Changing the email address will affect where important Entity IPAS account information is delivered.

- a. Insert new email address in the text field
- b. Click on the Update email button to submit changes

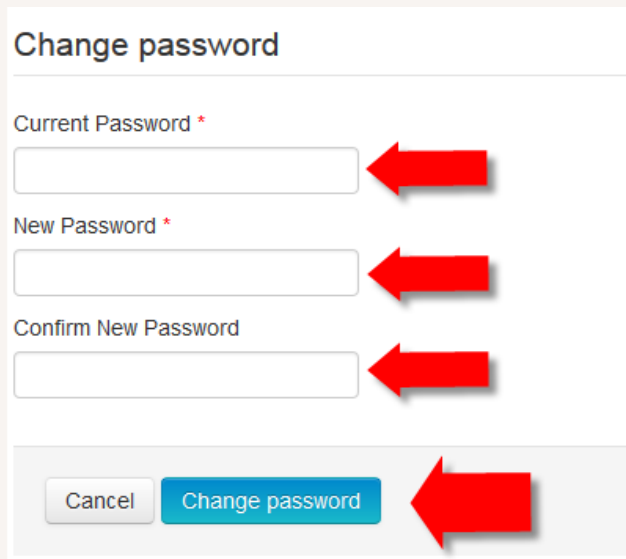


Update Email address

Email *

5. Changing Password

- a. Passwords can only be changed using current password information
- b. Insert current password information in the Current Password text field
- c. In the New Password text field, insert new password information
- d. Confirm new password by inserting it in the third text field
- e. Click on the Change password button to submit changes



Change password

Current Password *

New Password *

Confirm New Password

Resetting Password and User Information

6. Successful Submission: Once you have successfully submitted the updates to the email or password a message will appear at the top of each affected section

Update Email address

Email address updated successfully!

- a. Unsuccessful Submission: If you receive an error message or are unsuccessful at submitting an update, please provide a screenshot of the message to IPAsupport@ccgrantsandassistors.org