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.ccgrantsandassisters.org/Account/Login

	Entity Application
Log in	
User name *	
Password *	
Create an account to become an Reset if you lost or forgot your p	i Entity. assword.
Need Help? Email Cover	ed California at IPAsupport@ccgrantsandassisters.org

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

In-Person Administrative System (IPAS)				Account Settings Jast login: 8/19/2015 12:46:56 PM Account Logout			
A	6	Entity Application	Manage Counselors & Badges	CoveredCA.com	My Files	Manage Agreement	

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

	Entity Applicatio	n		
f B Entity Application	Manage Counselors & Badges	CoveredCA.com	My Files	Manage Agreement
You're logged in as				
Update Email address				
Email *				
Cancel Update email				
Change password				
Current Password *				
New Password *				
Confirm New Password				
Cancel Change 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 *				
Cancel	Update 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







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!

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