

Account Management (Portal)

PATH: *Portal > User Account > Account Management*

The Account Management tool allows Portal users to update their account security preferences. This tool functions differently depending on whether or not Password Reset functionality is enabled. See the sections below for more information about each version of this tool.

This article includes the following topics:

- [Updating Account Management Information](#)
- [Update Information if Password Reset is not Enabled](#)
- [Why Can I Not Access the Account Management Tool?](#)

Updating Account Management Information

The Account Management tool allows users to change their existing account password and update their account email address used when recovering a forgotten password or Campus username from the Campus login screen.



This information is based on the assumption that [Password Reset functionality](#) is enabled at your district.

If your Account Settings screens looks different than this, please see the [Update Information if Password Reset is not Enabled](#) section below.

- [Updating Your Account Security Email Address](#)
- [Updating Your Campus Portal Password](#)
- [Updating Your E-Signature PIN](#)

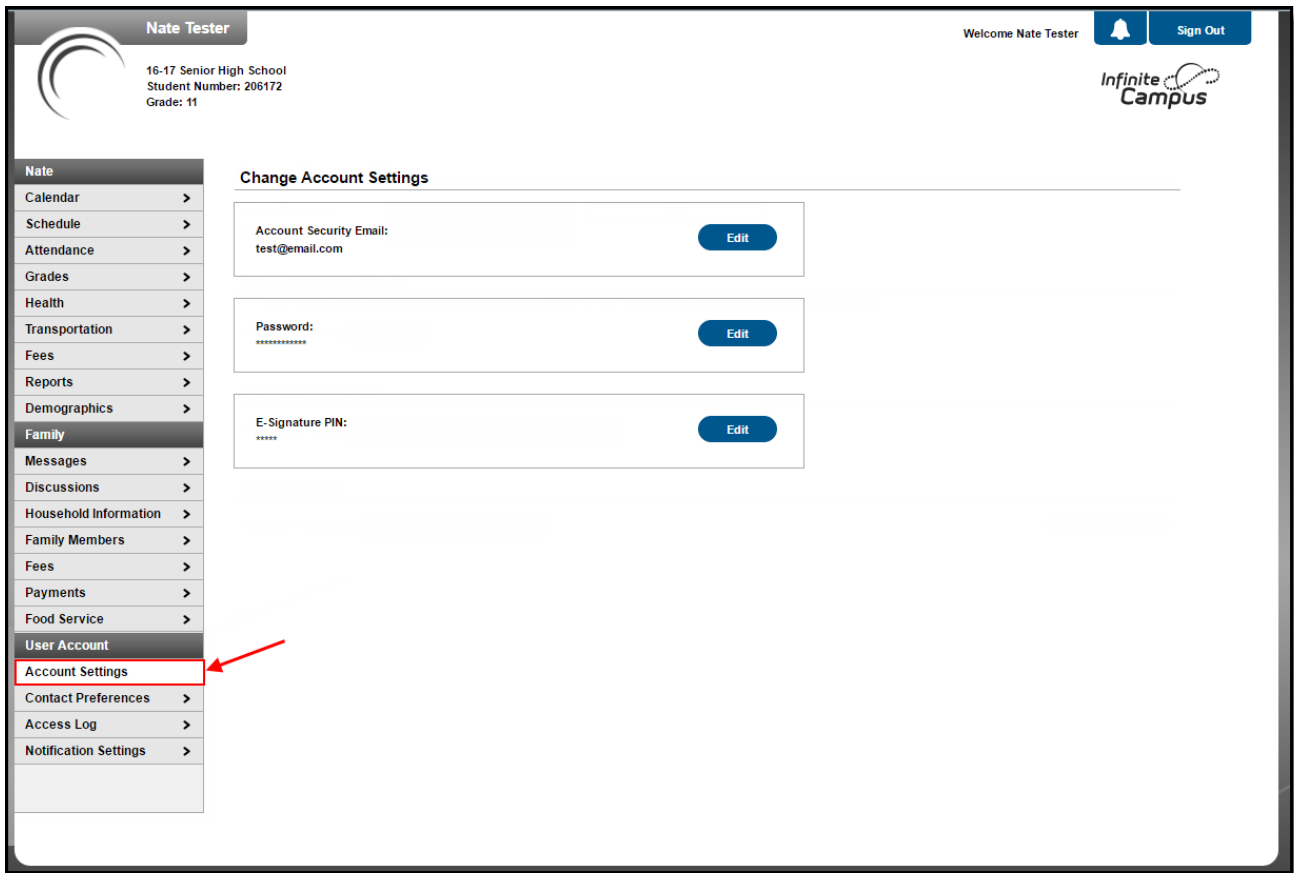


Image 1: Portal Account Management Tool (Password Reset Enabled)

Updating Your Account Security Email Address

To establish your Account Security Email address for the first time, click the **Add** button in the Account Security Email Column.

To change your existing Account Security Email address, click the **Edit** button in the Account Security Email column (Image 2).

i If you forget your Campus username or password, this email address will be used to help you through the recovery process. This recovery process is initiated by the Forgot your Password? and Forgot your Username? buttons on the Campus login screen.

! Failure to provide a legitimate email address means an inability to recover your password and/or username.

Change Account Settings

Account Security Email: test@email.com Edit

Password: ***** Edit

E-Signature PIN: ***** Edit

Image 2: Editing Your Account Security Email

Once Edit is selected, you will be redirected to the Change Email editor. Enter your **New Account Security Email** and **Confirm the New Account Security Email**, enter your current password, and click **Save** (Image 3).

Change Email

Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

Current Account Security Email test@email.com

New Account Security Email newtest@email.com

Confirm New Account Security Email newtest@email.com

Enter Password *****

Cancel Save

Image 3: Entering a New Account Security Email Address

Your new email address is now saved in Campus and the Account Management screen will show "Email successfully saved" (Image 4).

- i** Updating your Account Security Email address will initiate an email sent to this address validating the change. If you fail to receive this email, ensure the email address you have entered is correct.

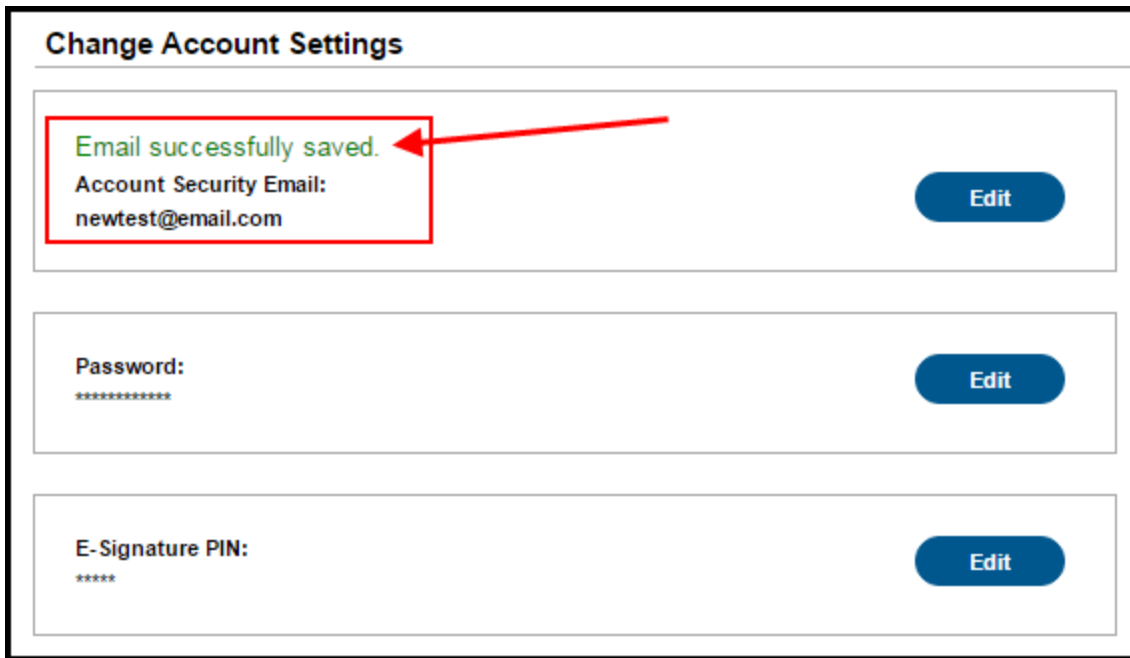


Image 4: Indication of a Saved Email Address

Updating Your Campus Portal Password

If you would like to change your account password, click the **Edit** button in the Password column (Image 5).

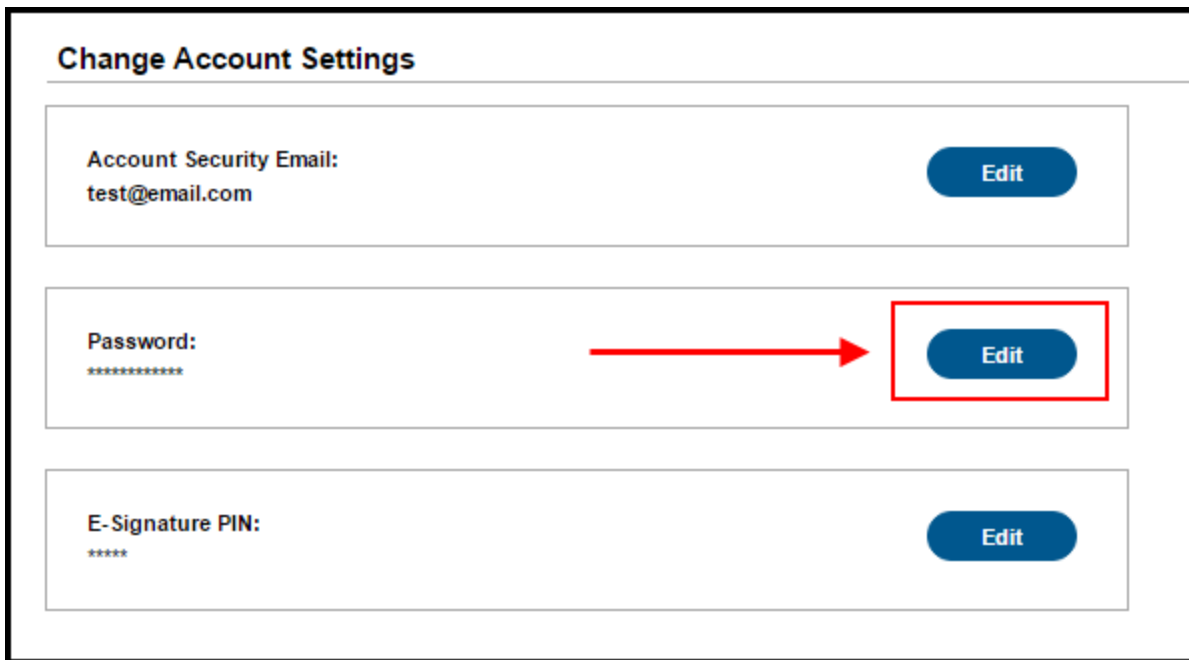

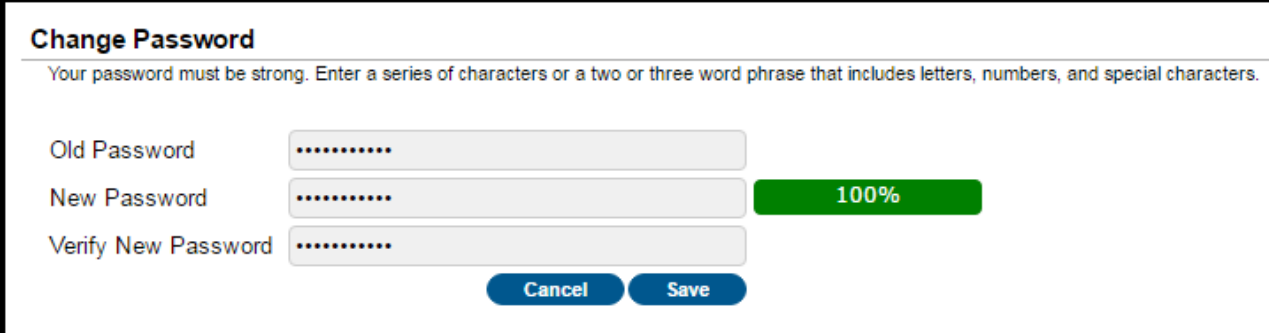


Image 5: Changing Your Account Password

Once Edit is selected, you will be redirected to the Change Password editor. Enter your **Old Password** (existing password), the **New Password** you wish to create, **Verify the New Password**, and click **Save** (Image 6).

 The box to the right of the New Password field indicates the strength of the new password. Red means weak, yellow means medium and green means strong. Users will not be allowed to save a red or yellow password.



Change Password

Your password must be strong. Enter a series of characters or a two or three word phrase that includes letters, numbers, and special characters.

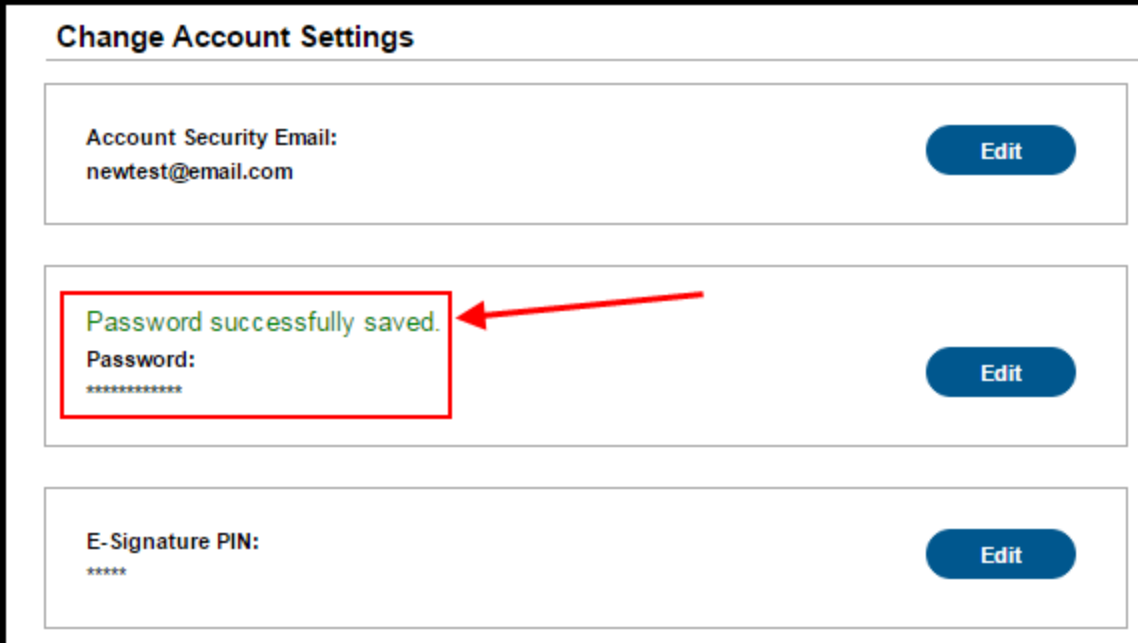
Old Password

New Password 100%

Verify New Password

Image 6: Entering and Saving a New Account Password

Your new password is now saved in Campus and the Account Management screen will show "Password successfully saved" (Image 7).



Change Account Settings

Account Security Email: newtest@email.com

Password successfully saved.
Password:

E-Signature PIN:

Image 7: Indication of a Saved Account Password

Updating Your E-Signature PIN

If you would like to establish or modify your existing E-Signature PIN, click the **Edit** button in the E-Signature column (Image 8).

 This PIN is used to electronically verify and sign [Meal Benefit Applications](#). This field is only available if E-Signature functionality is enabled by your district.

Change Account Settings

Account Security Email:
test@email.com Edit

Password:
***** Edit

E-Signature PIN:
***** Edit

Image 8: Modifying Your E-Signature PIN

Once Edit is selected, you will be redirected to the Change E-Signature PIN editor. Enter a new **E-Signature PIN**, **Verify the E-Signature PIN**, enter your current password, and click **Save** (Image 9).

Change E-Signature PIN

Your E-Signature PIN must be five (5) characters. Enter a combination of letters, numbers and special characters (!@#S%^&*+?~|=). At least two character types must be used.

E-Signature PIN

Verify E-Signature PIN

Enter Password

Cancel Save

Image 9: Entering a New E-Signature PIN

Your new E-Signature PIN is now saved in Campus and the Account Management screen will show "E-Signature PIN successfully saved" (Image 10).

Change Account Settings

Account Security Email:
newtest@email.com Edit

Password:
***** Edit

E-Signature PIN successfully saved. ←
E-Signature PIN:
***** Edit

Image 10: Indication of Successfully Saved PIN

Update Information if Password Reset is not Enabled

If Password Reset functionality is not enabled, the Account Management tool allows users to change their existing Portal account password.



Due to recent security changes, the Change Passwords portal option has been removed from Campus. The existing Change Password value has been converted as follows:

- If Change Passwords was marked, the Account Management tool is available within the Campus Portal, allowing Portal users to change their passwords.
- If Change Passwords was unmarked, the Account Management tool is NOT available within the Campus Portal. **Districts must [enable Password Reset functionality](#) in order to activate the Account Management tool.**

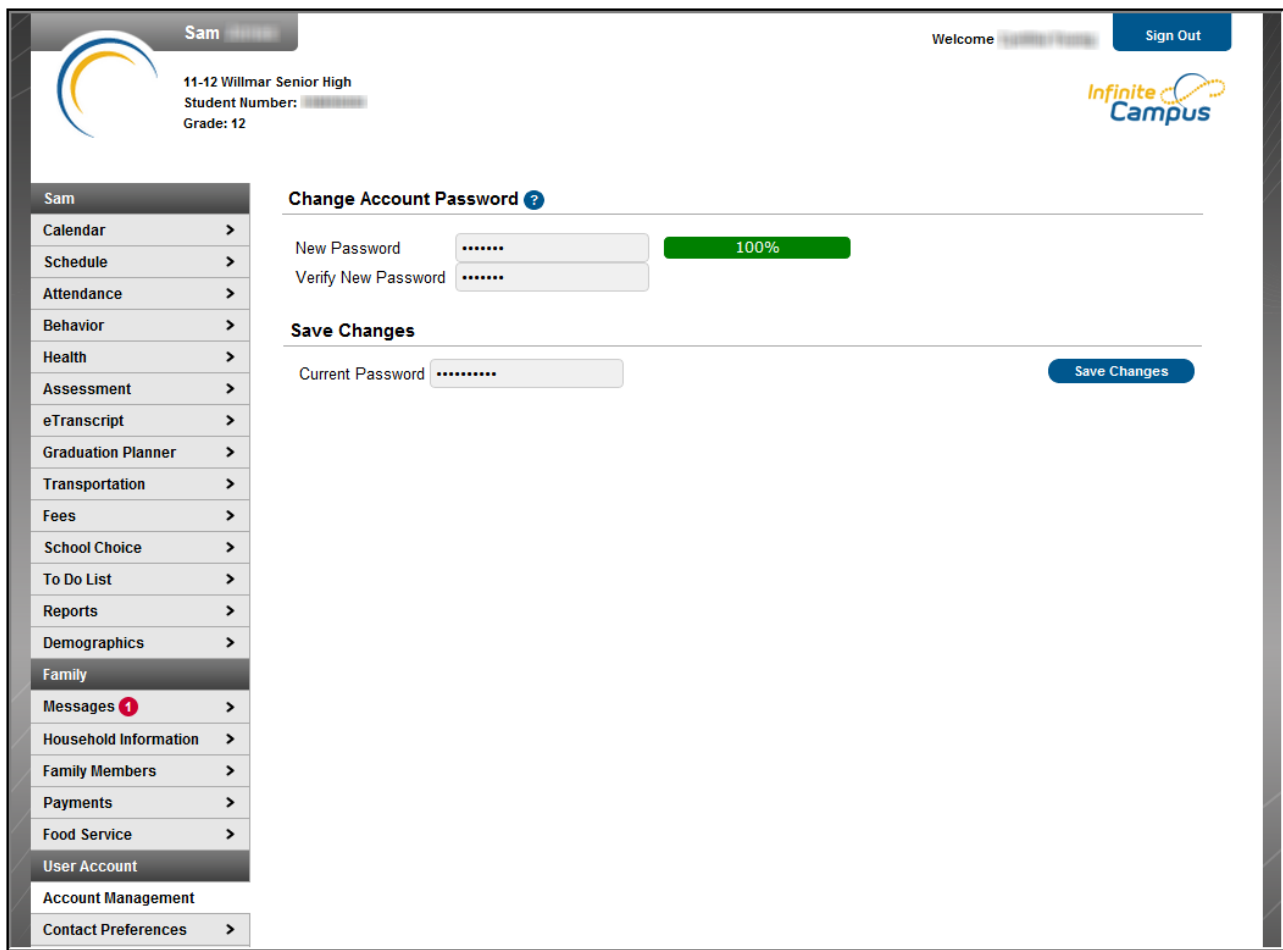


Image 2: Portal Account Management Tool (Password Reset Not Enabled)

Modifying Account Security Preferences (Password Reset Not Enabled)

1. If you would like to change your account password, enter a **New Password** and **Verify the New Password**. The box to the right of each of these fields indicates the strength of the new password. Red means weak, yellow means medium and green means strong. Users will not be allowed to save a red or yellow password.
2. Enter your **Current Password**.
3. Select the **Save Changes** button.

Why Can I Not Access the Account Management Tool?

Due to security changes, the Change Passwords portal option has been removed from Campus. As a result of this removal, the existing Change Password value has been converted as follows:

- If Change Passwords was marked, the Account Management tool is available within the Campus Portal, allowing Portal users to change their passwords.
- If Change Passwords was unmarked, the Account Management tool is NOT available within the Campus Portal. **Districts must [enable Password Reset functionality](#) in order to activate the Account Management tool.**

