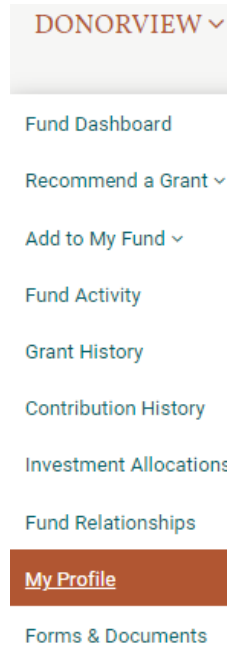
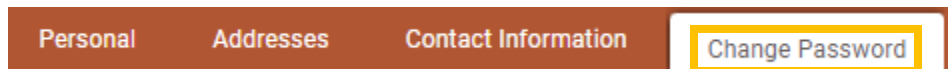


How to Change Your Password

1. After logging in, go to the **DonorView** menu in the top navigation bar and select **My Profile**.



2. On the My Profile page, select the **Change Password** tab.



3. Enter your old password in the first box.

Please note that your new password:

- a) Must not contain your username anywhere in the password
- b) Must be at least 8 characters long
- c) Must not be longer than 18 characters and include:
- d) At least 1 letter
- e) At least 1 number

4. Following the password requirements, create a password and enter it in the New Password and Confirm Password boxes.

5. When you're all finished, select **Save** to update your password.

Old Password*

New Password

Confirm Password

Requirements

Must not contain your username anywhere in the password

Must be at least 8 characters long

Must not be longer than 18 characters and include:

At least 1 letter

At least 1 number



To make changes to your contact information or any other information besides your password, please contact the Foundation at 651.224.5463 or at philanthropy@spmcf.org.