

Aeries.NET – Local Account Password Change

If you have a **‘Local Access account’** for Aeries.NET, you will be able to update your own password **for the Local Account only**.

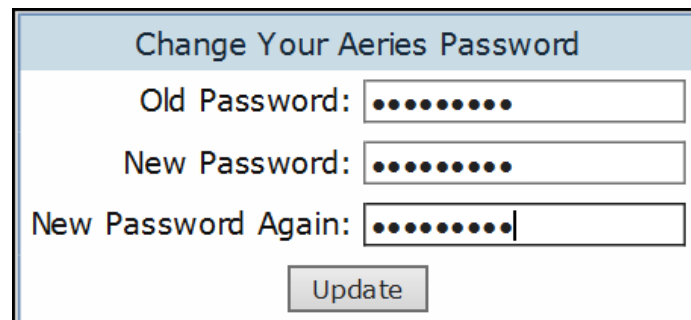
You will not be able to change your password to your Aeries Web/Network/Email account password, as that is your network (Active Directory) password and can be changed by calling the **HelpDesk @ x81099**.

In order to change your Local account password you must:

- Know your current local AeriesWeb password
- Be logged into your Local AeriesWeb account in Aeries.NET

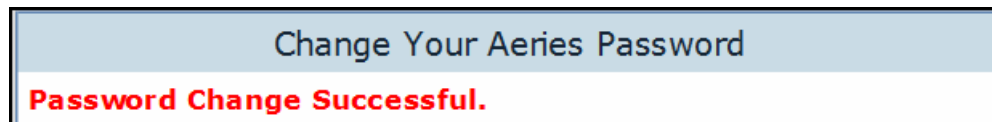
Step1: In the upper right hand portion of the screen, click on **“My Options”**, and then click on **“Change Password”**

Step2: Enter your current **“Old”** password and then enter the **new** password in the **“New Password”** and **“New Password Again”** fields. Then click **“Update”**



The screenshot shows a web form titled "Change Your Aeries Password". It contains three input fields: "Old Password:", "New Password:", and "New Password Again:". Each field is filled with ten black dots. Below the fields is a button labeled "Update".

If the ‘password change’ was successful, you will see the following confirmation:



The screenshot shows a confirmation message box titled "Change Your Aeries Password". The message reads: **Password Change Successful.**

After the password change, it is **highly recommended** to log out of Aeries.NET and then log back in with the new password.