**Changing Your Password in Ministry Platform**

**INSTRUCTIONS**

1. Log in to Ministry Platform.
2. Click on your ***Name*** (the upper right).
3. On the ***User Account*** screen, expand the ***Change/Edit Password*** by clicking the **>** icon.

1. Enter the required information.
2. Click ***Save***.

1. You will see a Password Updated confirmation screen. Click ***Close***.

1. Log Out of Ministry Platform, then Log In with your new password. You’re all set!

Questions and assistance, send an email to:

**ministryplatform@archbalt.org**