



## MBA Website – Guide to Changing Account Password

### Step 1:

Since you are logged in, an “**Edit Profile**” button should appear when you **hover** over the “**Log Out**” button in the menu bar at the top of the website. Click “**Edit Profile**.”



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WHERE FUN NEVER ENDS

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Log Out

Edit Profile

### Step 2:

After clicking “Edit Profile” in Step 1 you will be taken to your account page. Scroll down to the section titled “**Account Management**.” Click the “**Generate Password**” button.

Account Management

New Password

### Step 3:

A text box will display with an auto-generated, secure password. You can opt to use the generated password, or you can replace it with one of your choice. If you choose to create your own, ensure it is considered “**Strong**”.

Account Management

New Password

Sessions

*Did you lose your phone or leave your account logged in at a public computer? You can log out everywhere else, and stay logged in here.*

### Step 4:

After you have decided on your password, click “**Update Profile**” (see image above).

### Your password is now updated!

The next time you log in, you will need to use the password you chose in Step 3.

If you have any questions or issues with your account, please contact us – [support@middlesexbeach.org](mailto:support@middlesexbeach.org)