

## **Betmar On-Line Phone Directory Password Management**

**Purpose:** When user accounts are established, the program that PCI uses defaults to robust passwords (in support of other applications that include personal records, financial data, etc...). If you prefer to establish a password you can more easily remember, here is how.

### **For a User who is able get in and simply wants to change the password.**

*(See page 2 if you have lost or forgotten your password)*

1. Log in to the Directory using your existing password.
2. In the upper right-hand corner (where it says "Hello..."), click on "Edit Profile."
3. In the window that opens, scroll down to "Account Management" where it allows you to change your password.
4. Click on "Set new password." It will provide you with a machine generated password.
5. Delete the suggested password and type in the one you want. Click on the little eyeball to confirm what you are typing. Click on the box that will allow you to use it.
6. After entering your password, make note of it for future use and click on "Reset password." **DO NOT TRY TO EDIT ANYTHING ELSE ON THAT PAGE** (most of that is not for Phone Directories and you can't change it even if you want)
7. **Scroll to bottom and hit blue "Update" button.**
8. Go back up to that "Hello..." at the top and log out.
9. Log back in to verify new password works. If not, go to page 2 of this document.

Note: Many browsers (Microsoft Edge, FireFox, Chrome, etc...) allow you to save passwords for future logins. You may want to consider doing this if you know how.

*(Continue to Page 2 if you have lost or forgotten your password)*

## **If you have lost or forgotten your password**

1. Go to home page at [www.betmar.org](http://www.betmar.org).
2. Select the Directory (looks like the green phone book) and click on "Open Directory"
3. Enter your user ID (typically first and last name in lower case, no spaces) or your e-mail address.
4. LEAVE PASSWORD BLANK and click on "Lost your password?"
5. In the new window, re-enter your User ID and click "Get new password"
6. Wait for an e-mail from PCI Directories DO NOT ENTER ANYTHING IN THE EMPTY BOXES UNTIL YOU RECEIVE THE E-MAIL.
7. The e-mail should come in quickly. When it does, click on the link provided at the bottom of the e-mail.
8. A new window will open containing a machine-generated password. DELETE IT and type in one you can remember. Click on the eyeball to confirm what you are typing. Click on the box that will allow you to use it.
9. After entering your password, make note of it for future use and click on "Reset password."
10. After you submit your new password, you will get a login screen asking you to re-enter your user ID and new password to log in.

Note: Many browsers (Microsoft Edge, FireFox, Chrome, etc...) allow you to save passwords for future logins. You may want to consider doing this if you know how.

If you have any trouble, please let us know.

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