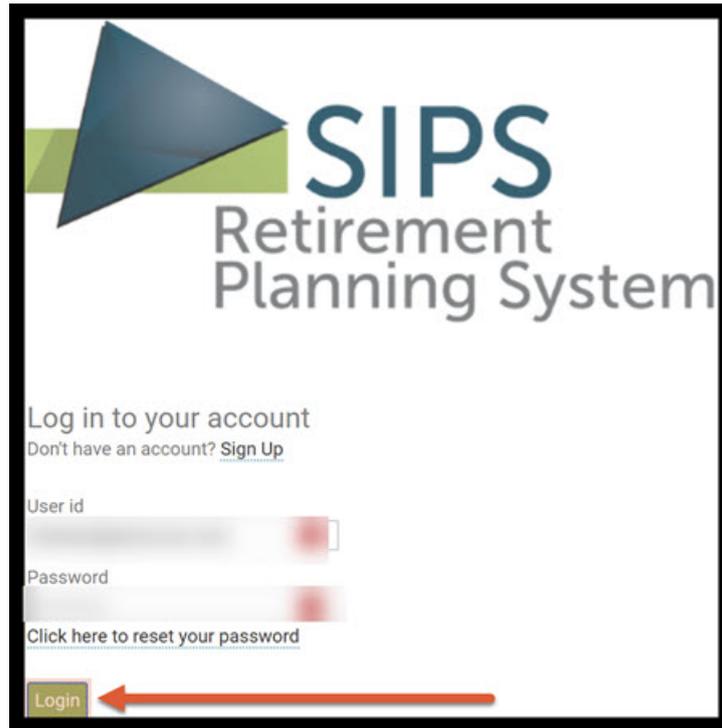


# Changing Your Password Through The Settings Option

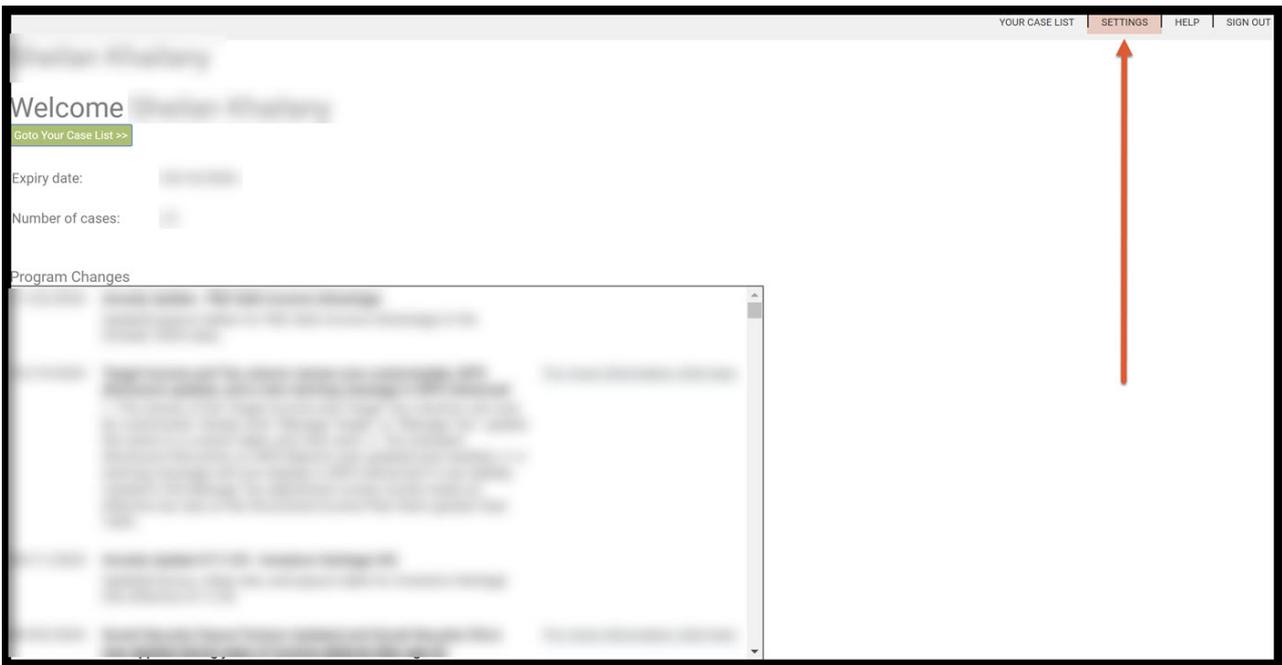
12/02/2024 12:10 pm EST

Within SIPS you can reset your password through the settings options. Below is a step-by-step guideline on resetting your password through the settings option.

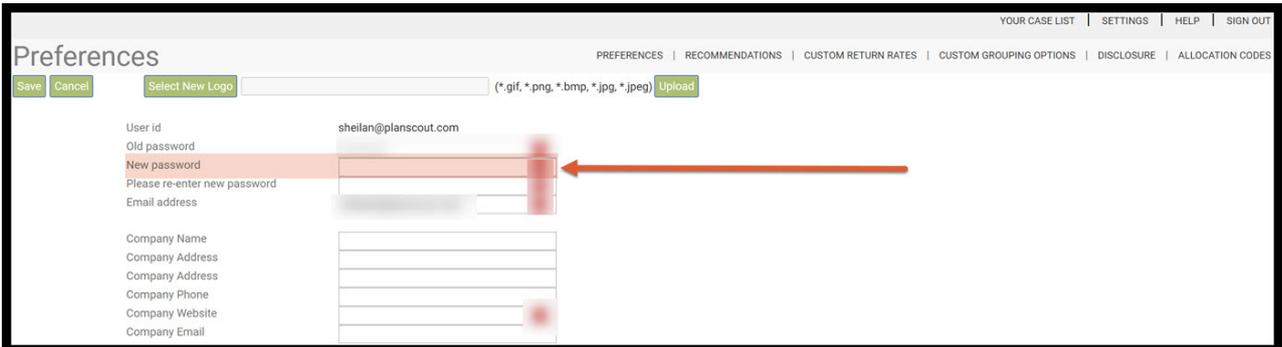
Step 1: Login: Log into SIPS.



Step 2: Settings: Click on the Setting header that is located in the upper right-hand side of the screen.



Step 3: New Password: Type in the new password.



Step 4: Re-enter new password: Re-enter the new password.



Step 5: Save: Click on the green Save button underneath the Preferences heading.



Step 6: Sign out: To sign out of SIPS, click on the Sign Out heading that is located in the upper right-hand side of the screen.



Step 7: Log In: Log back into SIPS with the new password.



Step 8: Welcome Page: SIPS should automatically direct you to the welcome landing page.



If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: +1-888-449-6917 or [support@planscout.com](mailto:support@planscout.com)