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.

	YOUR CASE LIST	SETTINGS	HELP	SIGN OUT
Instant Khallany		+		
Malaama				
Expiry date:				
Number of cases:				
Program Changes				
and the second sec				
Married has an and the second second				
a second second state of a local of the				
and the second				
part in the part of the second second				
COLOR AND				
and the second sec				
the second s				
· · · · · · · · · · · · · · · · · · ·				

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

					YOUR CASE LIST	SETTINGS	HELP	SIGN OUT
Preferen	ces	PRE	FERENCES RECOMMENDATIONS	CUSTOM RETURN RATES	CUSTOM GROUPING OPTIONS	DISCLOSURE	ALLOCAT	ION CODES
Save Cancel	Select New Logo	(*.gif, *.png, *.bmp, *.jpg,	,*.jpeg) Upload					
	User id Old password New password Please re-enter new password Email address	shellan@planscout.com						
	Company Name Company Address Company Phone Company Website Company Email							





		YOUR CASE LIST SETTINGS	HELP SIGN OUT
Preferen	ces	PREFERENCES RECOMMENDATIONS CUSTOM RETURN RATES CUSTOM GROUPING OPTIONS DISCLOSUR	ALLOCATION CODES
Save Cancel	Select New Logo	(*.gif, *.png, *.bmp, *.jpg, *.jpeg) Upload	
Î	User id Old password New password Please re-enter new password Email address	sheilan@planscout.com	
	Company Name Company Address Company Address Company Phone Company Website Company Email		

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.

		YOUR CASE LIST	SETTINGS	HELP SK	IGN OUT
Preferen	ces	PREFERENCES RECOMMENDATIONS CUSTOM RETURN RATES CUSTOM GROUPING OPTIONS	DISCLOSURE	ALLOCATION	DES
Save Cancel	Select New Logo	(*.gif, *.png, *.bmp, *.jpg, *.jpg) Upload			
	User id Old password New password Please re-enter new password Email address	sheilan@planscout.com			
	Company Name Company Address Company Address Company Phone Company Website Company Email				

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.

	YOUR CASE LIST SETTINGS HELP SIGN O
Welcome Goto Your Case List >>	
Expiry date:	
Number of cases:	
Program Changes	
A DECEMBER OF A DECEMBER OF A DECEMBER OF	
the second se	
and the second sec	
the second	

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