

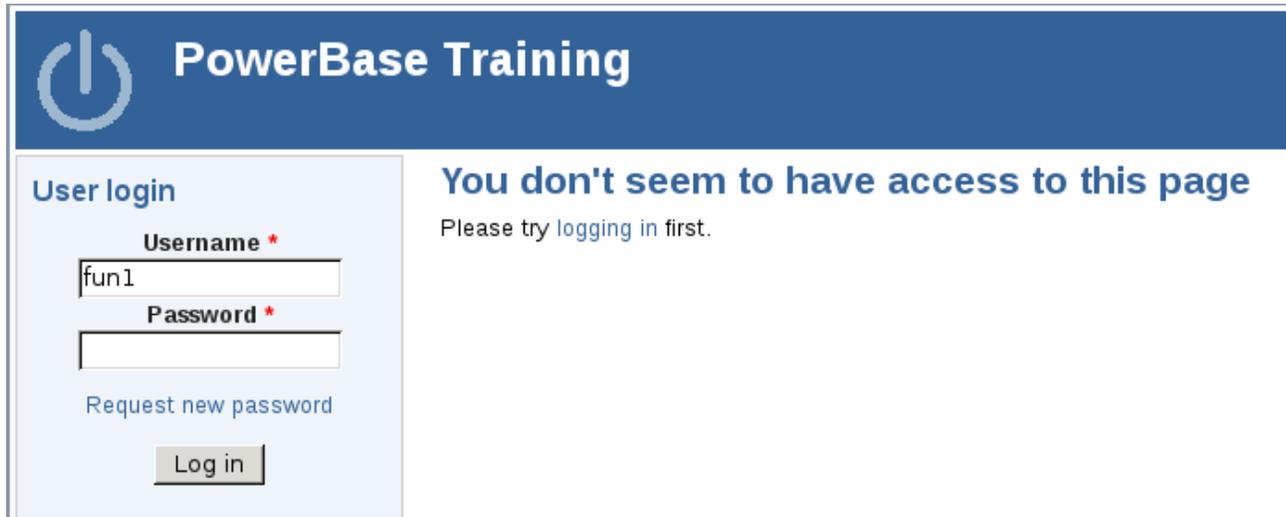
# Login and Change Password

This tip sheet covers your first login to your database.

You should be provided with a user name and password by your PowerBase administrator.

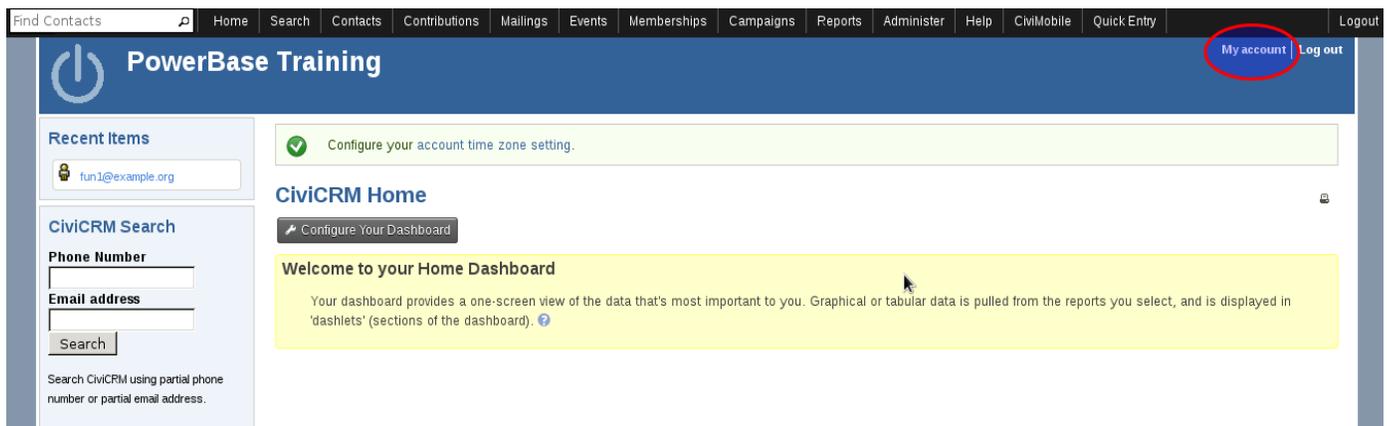
*Tip: Be sure never to share a login with another person. Sharing logins makes it harder to secure your database if a password is forgotten or compromised.*

Your database web address will contain a variation on your group's name plus .ourpowerbase.net. For example, <https://ptp.ourpowerbase.net/>. Or, for trainings, <https://training1.ourpowerbase.net/>.



Enter your username and password in the form at the top left.

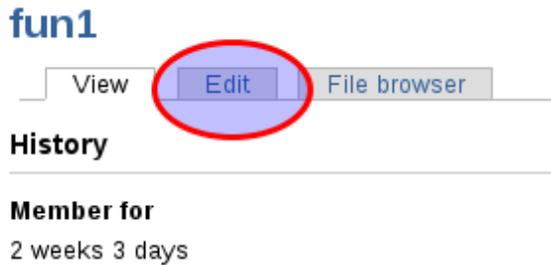
After successfully logging in, you should see a page like the one below. Click the “My Account” link to change your password.



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Next, click the Edit link...



..and fill in both your current password and your new password (twice).

The screenshot shows the password change form for user 'fun1'. At the top left is the username 'fun1'. Below it are three buttons: 'View', 'Edit', and 'File browser'. Below the buttons are two tabs: 'Account' (selected) and 'Name and Address'. The form contains the following fields and instructions:

- Current password**: A text input field. Below it, the instruction reads: "Enter your current password to change the *E-mail address* or *Password*. [Request new password](#)."
- E-mail address \***: A text input field containing 'fun1@example.org'. Below it, the instruction reads: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not used for notifications by e-mail."
- Password**: A text input field. To its right is a 'Password strength' indicator, which is a horizontal bar that is currently empty.
- Confirm password**: A text input field.

When you are done, scroll to the bottom and click the save button.