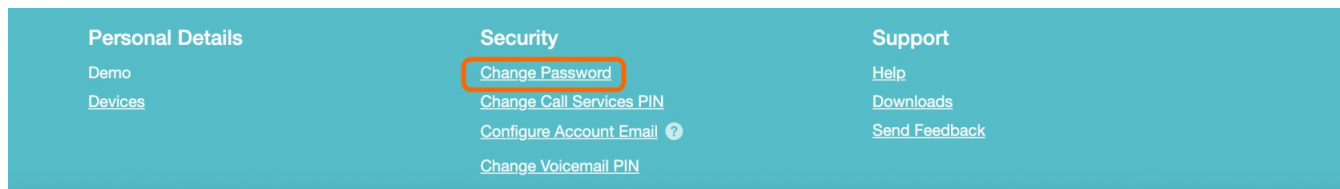


# Changing the CommPortal Password (Optional)

**INFO:** Please keep your passwords in a safe place. This password is required to access the CommPortal and is required for both mobile and desktop Pod Connect applications.

Once logged in the CommPortal scroll down to the bottom of the page and under **Security** click on **Change Password**



Next, in the change password box enter your current password then enter a new password, type the new password again in the **Confirm new password** field.

## Change Password

The 'Change Password' form contains three input fields, each with a masked password (dots):  
- 'Current password:'  
- 'New password:'  
- 'Confirm new password:'  
Below the fields are two buttons: 'Confirm' (highlighted with an orange border) and 'Cancel'.

Click on **Confirm** once completed. You will receive an e-mail to account e-mail address advising that the password has been changed.

Next continue to [Downloading Pod Connect for Desktop/Android/iOS](#) if this is included in your package, if not continue to [Desk Phones](#)

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★ Created Mon, Jun 29, 2020 12:13 PM by [Admin](#)

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