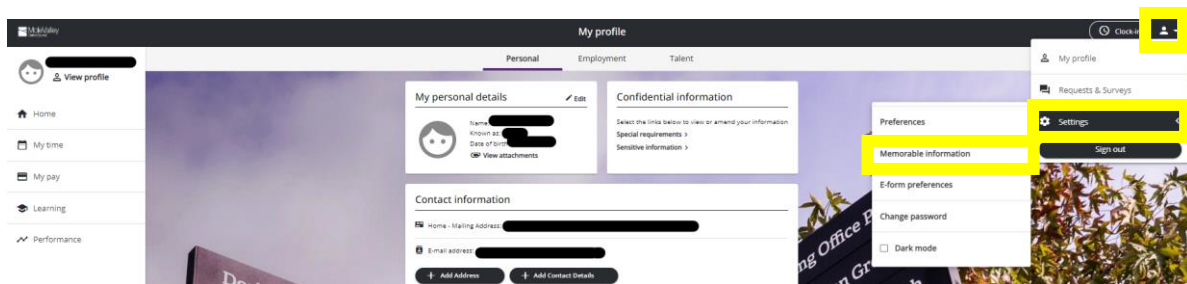# Changing your Memorable Information and Password

Ensure that you complete the memorable word / information ASAP. If you ever forget your password for iTrent, to enable you reset it, you wont be able to access this, if you forget your password.

Select the **person** icon in the top right of the screen:

Then select **Settings** and then **Memorable Information**:

Complete the required details on the screen

Once complete select Save:

To reset your password, on the login screen, select **Forgotten Password.** This will link to the memorable information, completed above and will allow you to change your password.

Enter you username, select **Next**. Then you will be asked to complete **memorable information.**

Once confirmed, you will be asked to change your password, then you will be able to access the system as normal. *Please remember the new password.*

iTrent

Forgotten password 🔒

* Username (required)

███████████

Prompt

Mum Maiden Name

* Memorable information (required)

••••••• 👁️

* New password (required)

👁️

* Confirm password (required)

👁️

Next >   Cancel