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## **How-To Change your Password**

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The standard setup for a Kahootz site is to require each user's password to have:

- Between 8 and 30 characters
- At least one uppercase letter (A-Z)
- At least one lower case letter (a-z)
- At least one number (0-9)



Kahootz Enterprise clients have the option to <u>specify their own password rules</u>. If you require more details about your own organisation's rules, please <u>contact the site owner</u> as they'll be able to advise accordingly.

## Changing your password

If you want to change the password for your Kahootz account:

- 1. Log in to your Kahootz site.
- 2. Click on your "Name" at the top right corner of the page to open your Account menu.
- 3. Select "Password & Security" from the drop-down menu.
- 4. Enter your "Current password."
- 5. Enter your "New password."
- 6. Repeat the "New Password."

7. Click on the "Save" button.



If you have forgotten your password, you can reset it by following the instructions  $\underline{\text{here.}}$ 

## **Related Content**

- How-To Contact the Site Owners
- Optional password security rules
- How-To Reset My Password using "I Forgot My Password" Link