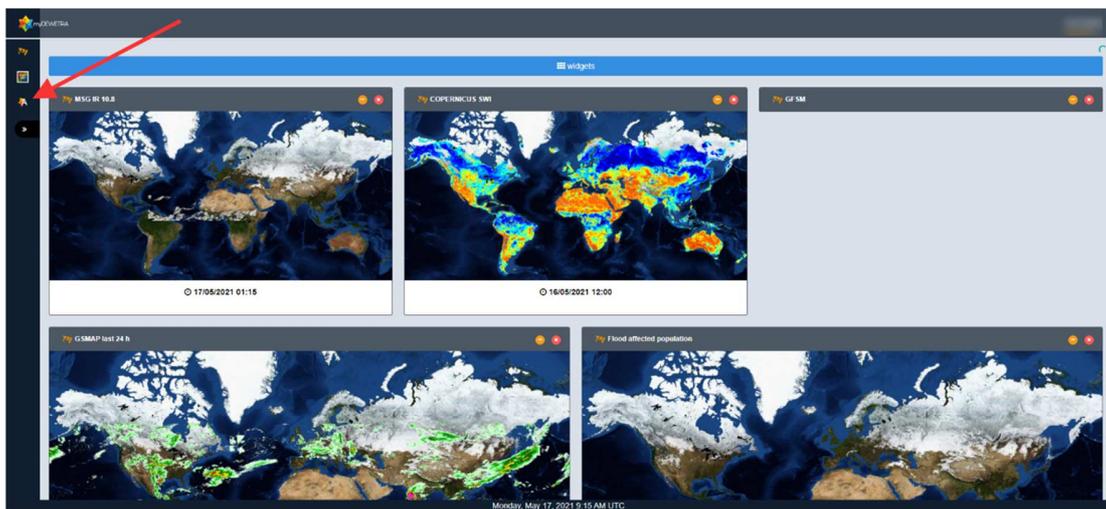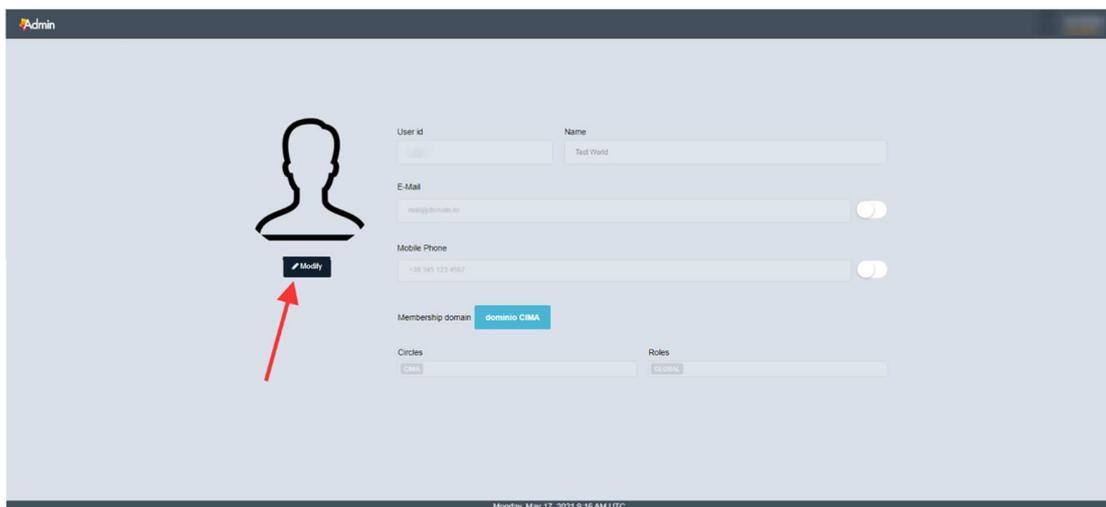# CHANGE THE PASSWORD THROUGH THE
ADMIN APPLICATION

The access to the portal is protected by username and password for each user. Typically, the username is created as **name.surname**.

To allow the first access to the portal, a provisional password is provided by the system administrator but the User can modify it at any time to enhance the safety of its account (please, bear in mind that the new password must be at least 8-character long).
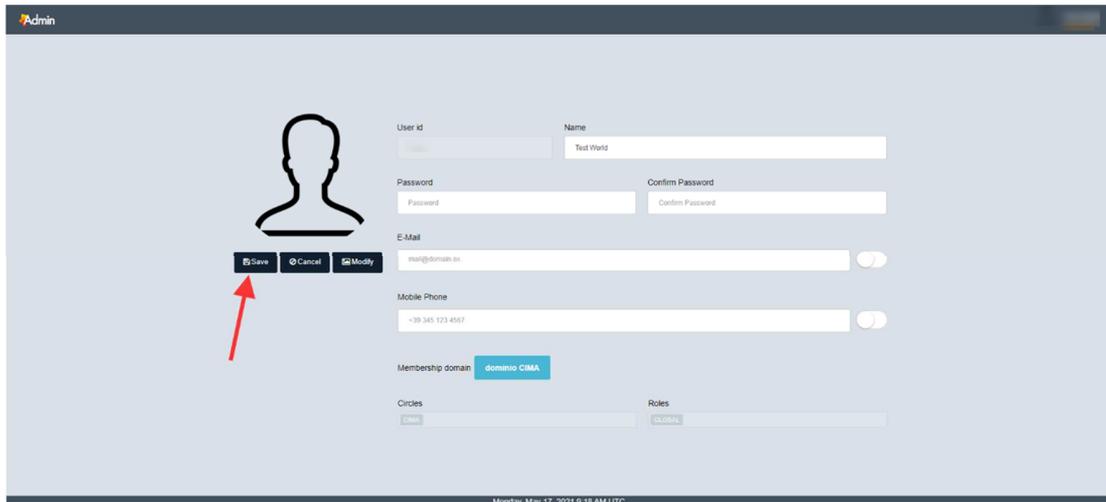
Step 1: Launch **ADMIN** application.

Step 2: Your profile is displayed and a new password can be typed by clicking on **Modify**

Step 3: Enter the new password in both text boxes **Password** and **Confirm password**. Then click on **Save** to complete the process.
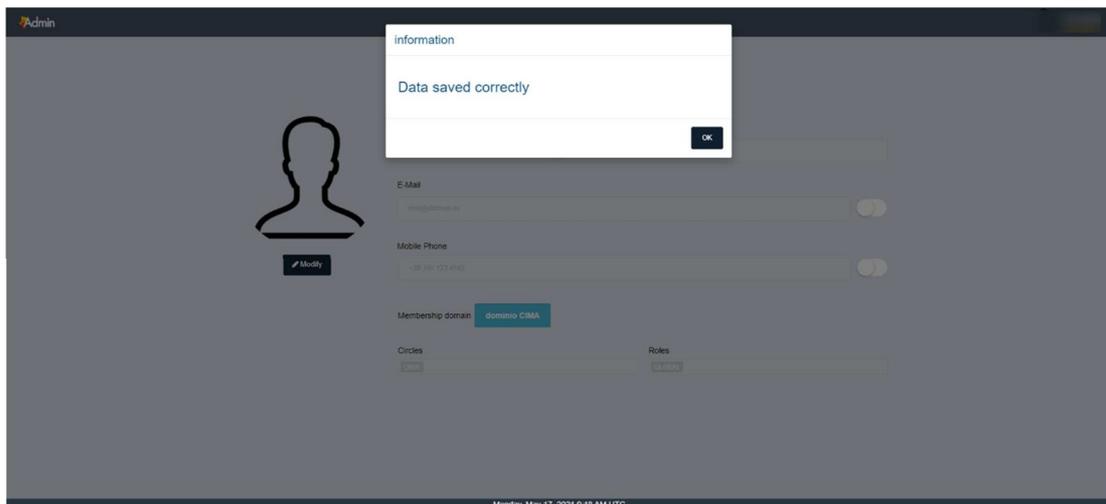

Step 4: If everything is ok (e.g., **Password** and **Confirm Password** match) a confirmation message will pop up.