

**How a Member of the  
Association for Business Communication (ABC)  
Can Change His or Her Password**

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# How a Member of the Association for Business Communication (ABC) Can Change His or Her Password

The following steps will demonstrate how a member of the Association for Business Communication (ABC) can change his or her password when logging into the association's website.

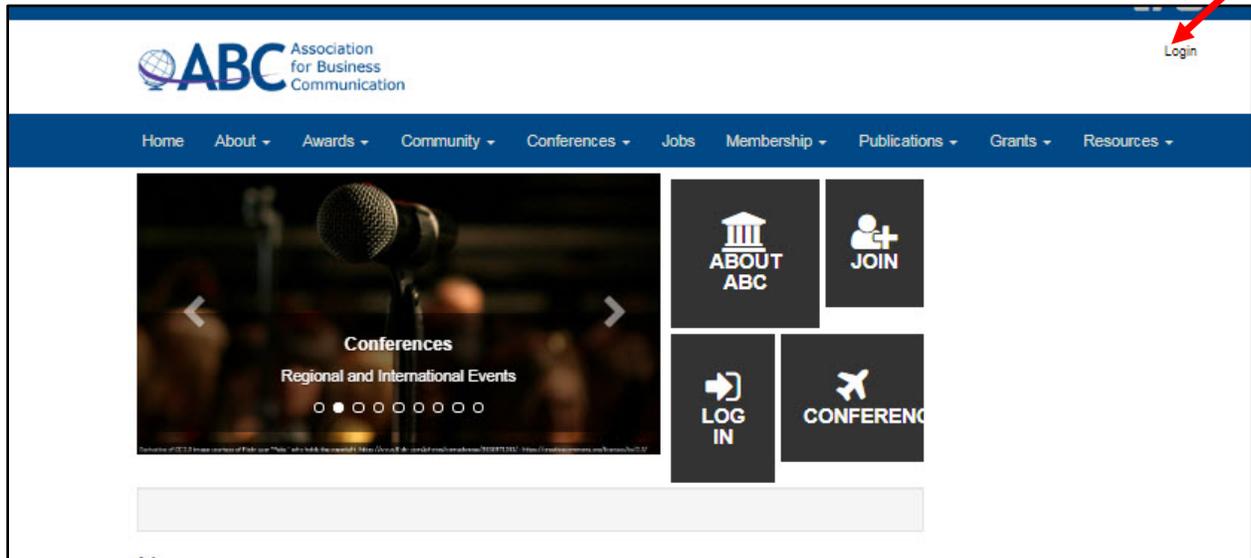
These instructions are helpful in various situations. For example, your university might pay your annual membership fee for you for ABC. If this is the case, you might need to give the office manager of your department your login information so that she can log in and pay your fee.

If this is the case, you can change your password, send the office manager your login id and new password, arrange for him or her to pay the annual membership fee, and then log in and change your password again. Taking these steps will ensure that your password remains confidential and that no other parties can log into the site throughout the year.

1. Access the website at [www.businesscommunication.org](http://www.businesscommunication.org)
2. Select **Login**.

Figure 1

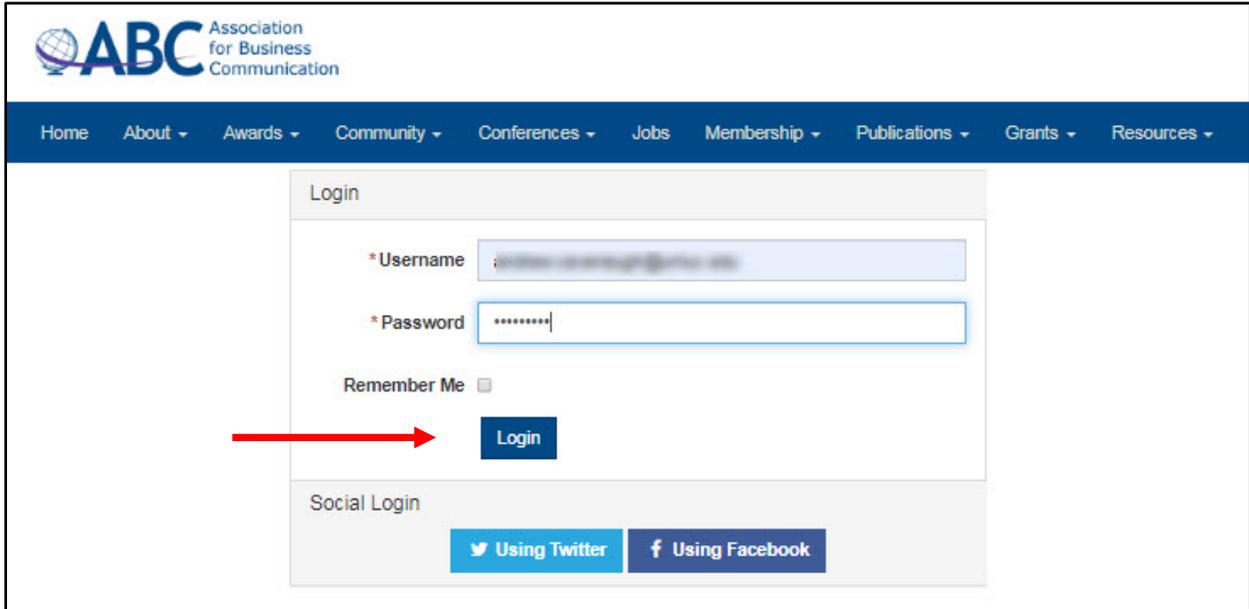
ABC home page



3. Type in your current username and password and select **Login**.

**Figure 2**

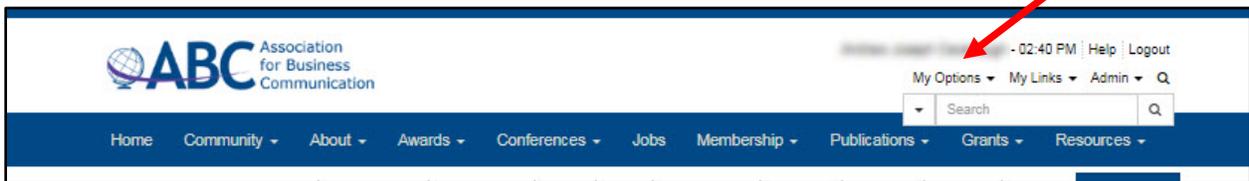
*ABC login page*



4. Select **My Options**.

**Figure 3**

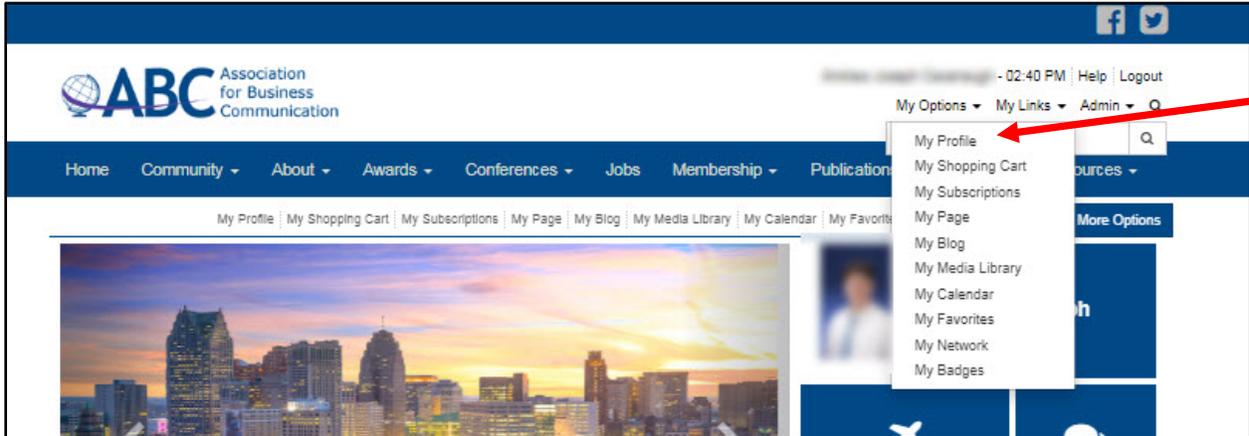
*ABC page -- My Options*



5. Select **My Profile**.

**Figure 4**

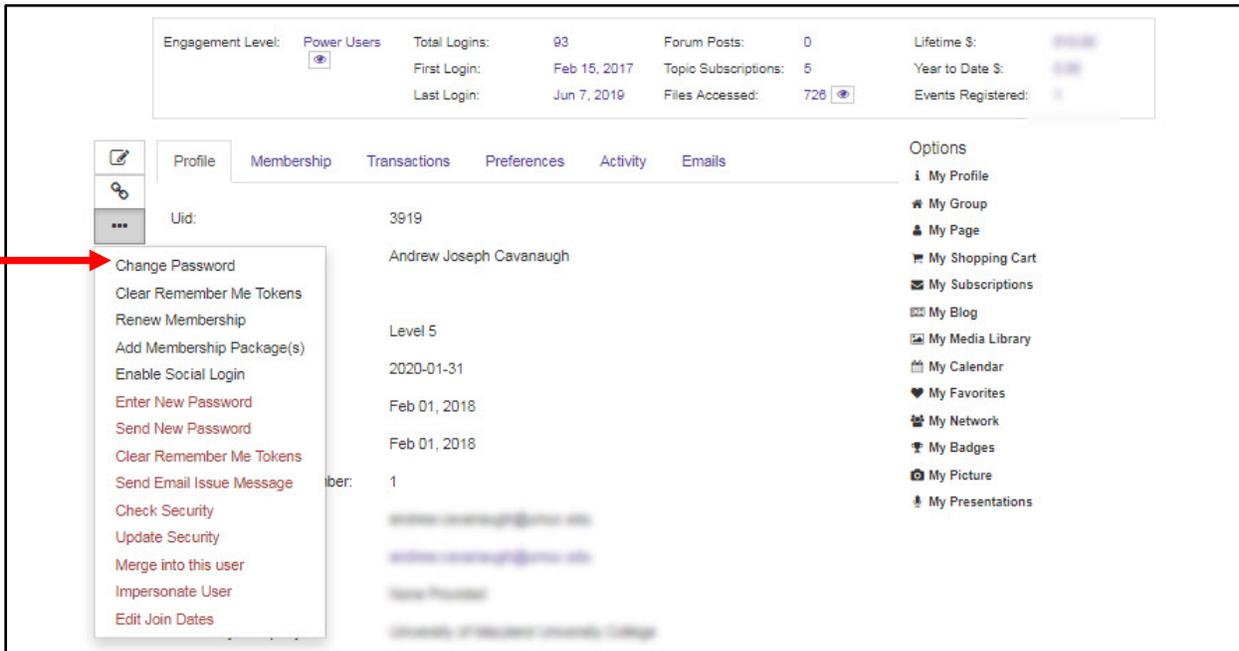
*ABC page -- My Profile*



6. Select **Change Password**.

**Figure 5**

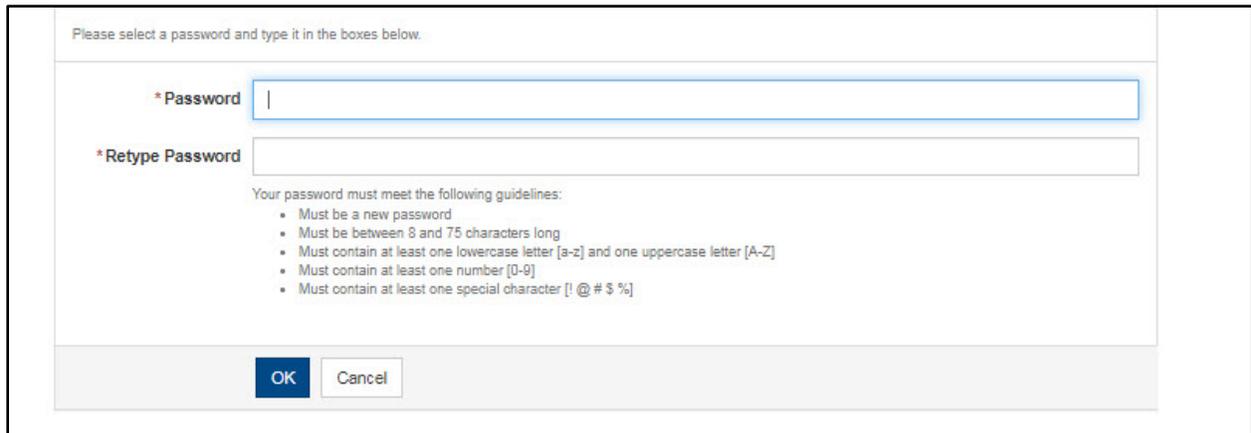
*ABC page to change Password*



7. Type in your new password, retype the new password, and select **OK**.

**Figure 6**

*ABC page to type in new password*



Please select a password and type it in the boxes below.

\* Password

\* Retype Password

Your password must meet the following guidelines:

- Must be a new password
- Must be between 8 and 75 characters long
- Must contain at least one lowercase letter [a-z] and one uppercase letter [A-Z]
- Must contain at least one number [0-9]
- Must contain at least one special character [! @ # \$ %]

OK Cancel

Congratulations! Your password has been successfully changed.

## References

- University of Maryland Global Campus. (n.d.-a). ABC home page [screenshot]. URL
- University of Maryland Global Campus. (n.d.-b). ABC login page [screenshot]. URL
- University of Maryland Global Campus. (n.d.-c). ABC page -- My Options [screenshot]. URL
- University of Maryland Global Campus. (n.d.-d). ABC page -- My Profile [screenshot]. URL
- University of Maryland Global Campus. (n.d.-e). ABC page to change Password [screenshot].  
URL
- University of Maryland Global Campus. (n.d.-f). ABC page to type in new password  
[screenshot]. URL
- University of Maryland Global Campus. (n.d.-g). LEO class home page [screenshot]. URL