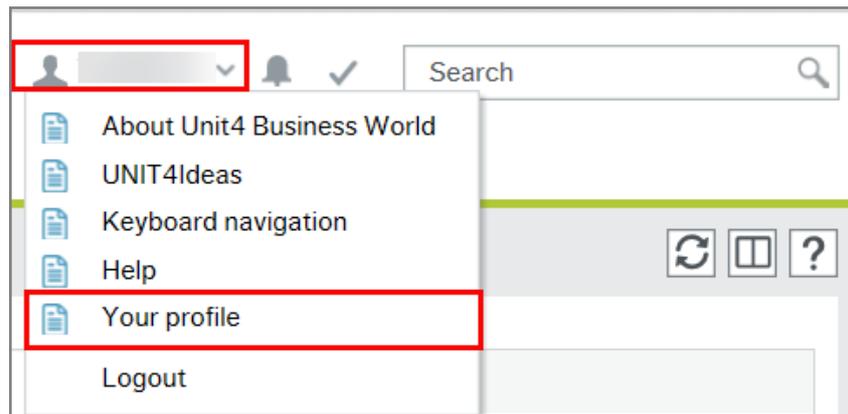


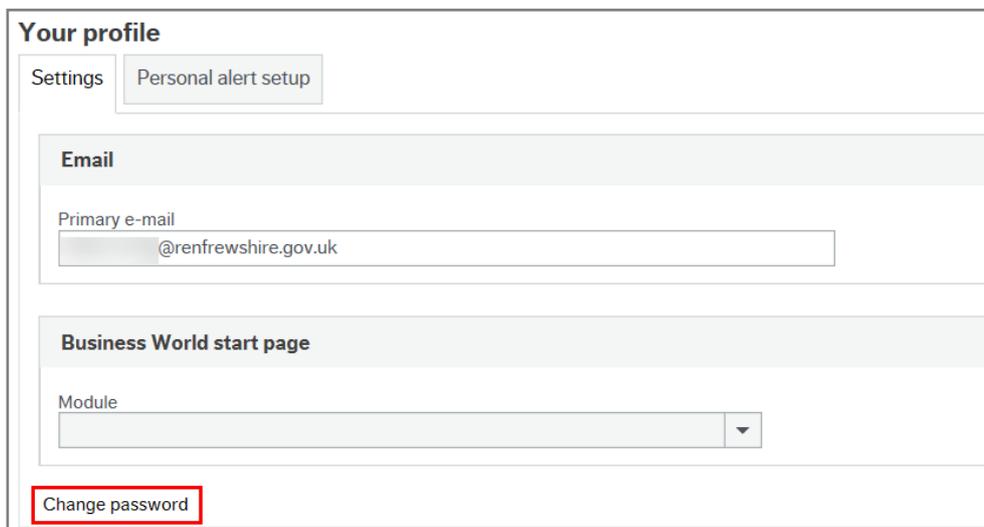
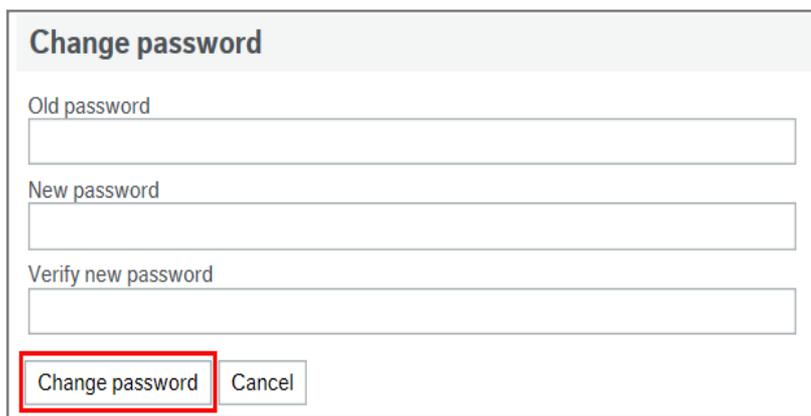
How to change your existing password in Business World

This guidance will provide step by step instructions on how to change your existing password within Business World.

To change your password, navigate to your username at the top right of the screen & select 'Your profile' from the drop-down list.



Click on the 'Change password' button within the your profile screen to choose a new password.

A screenshot of the 'Your profile' settings page. The page has a header 'Your profile' and two tabs: 'Settings' (selected) and 'Personal alert setup'. Below the tabs, there are two main sections: 'Email' and 'Business World start page'. The 'Email' section has a 'Primary e-mail' field with the text '@renfrewshire.gov.uk'. The 'Business World start page' section has a 'Module' dropdown menu. At the bottom of the page, there is a 'Change password' button highlighted with a red rectangular box.A screenshot of the 'Change password' form. The form has a title 'Change password' and three input fields: 'Old password', 'New password', and 'Verify new password'. At the bottom of the form, there are two buttons: 'Change password' and 'Cancel'. The 'Change password' button is highlighted with a red rectangular box.

This will open the change password window.

Type in your existing password in the first field, type in a new password in the second field and then verify your new password in the final field.

Then click on Change Password & click on the blue save button to save changes.