



Changing Your Password in PCAdmin

1. Navigate to the *Profile* tab.
2. Type in your current password on the left hand box (to prove it's actually you!)
3. Then type in your new password in the box just below that! Retype your new password to make sure you haven't accidentally mistyped it the first time. Then click *Change Password* (It will get you to try again if your retype isn't the same).
4. To check you're happy, maybe log out and then try logging in again with your new password.

Documents Hillsley and Tresham Parish Council (hpc.org.uk) Jake ▾

Edit Profile: Jake Not Jake? [Log Out](#)

Change Your Password

Existing Password (i.e. the one you've just signed in with)

Current Password

New Password

Retype New Password

[Change Password](#)

Change Your Display Name

Change the name of this account if the clerk changes!

Display Name

[Save](#)

[↑](#)

Profile Tab

Type your new password in both of these

Remember to save by clicking this button when you're done!

If you forget your password, please just email me and I'll reset your password manually for you!
Unfortunately there's no way to do this automatically at the moment.

Get in Touch!

If you have any issues or problems with these instructions, please do not hesitate to get in touch!

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