

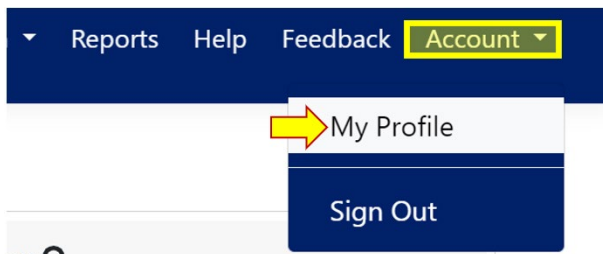


ADEConnect – How to Change Name and Password

Changing your profile information in ADEConnect with subsequently update your information in the APLD application.

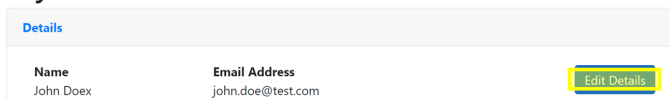
Login to ADEConnect: [ADEConnect - Applications \(azed.gov\)](https://azed.gov)

1. To edit your profile information, on the ADEConnect home page in the top menu bar, click account and my profile



2. To edit your name, click "Edit Details"

My Profile

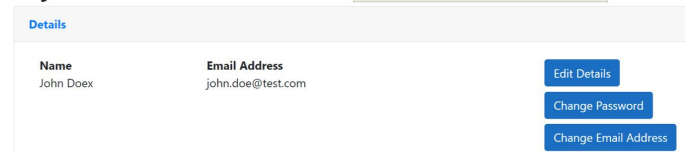


3. Update your name accordingly, and then select "Save". Please note: Users that log in via their SIS: Your name is the only information you will be able to change through your profile in ADEConnect.

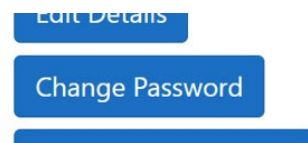
 A screenshot of the 'Edit Details' form. It has sections for 'Name' and 'Email Address'. Under 'Name', there are fields for 'First Name' (John), 'Middle Name' (empty), and 'Last Name' (Doex). The 'Last Name' field is highlighted with a blue border. Under 'Email Address', the field contains 'john.doe@test.com'. At the bottom, there are 'Save' and 'Cancel' buttons, with a yellow arrow pointing to 'Save'.

4. Users that log in directly through ADEConnect: you have additional options and can change both your email address and your password through your profile.

My Profile



5. To change your password, click "Change Password"



6. Enter your current password (1) and then your new password (2), ensuring you follow the ADE Password policy outlined. Confirm your new password (3) and then click "Submit" to complete changing your password.

 A screenshot of the password change form. It has three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field has a red star icon and a clear button. A yellow arrow points to the 'Submit' button. There is also a 'Cancel' button.

ADE Password Policy

- Password can only be updated one time in 24 hours.
- Password cannot contain your account name or parts of your full name that exceed two consecutive characters