

Changing Your User Name and Password

You can access your user name and password in your profile. Click the **My Profile** link at the top right of your Home page.

An official website of the United States government			
CJA eVoucher - Train District SDSO Training - Release 6.3.0.0	Welcome, David D Attor	Welcome, David D Attorney (Attorney)	
Home Operations Reports Links H	elp Sign out	Sign out	

From your My Profile page, click **Edit** to the far right of your user name.

	An official website of the United States government					
CJA eVoucher - Train District SDSO Training - Release 6.3.0.0		rict Welcome, David D Attorney (Attorney)	Welcome, David D Attorney (Attorney) 😫			
	Home Operations Rep	orts Links Help Sign out				
>	Help > My Profile		_			
Login Info Your Login information		UserName DDAttorney				
	Attorney Info Your personal info	Bar Number: TX125568 Your Name: David D Attorney				

To change your user name, in the **Username** field, type the new user name, and click the **change** link.

To reset your password, click **Reset**. The screen changes to allow you to enter and confirm the new password. Click **Reset** again.



If you have forgotten your user name or are locked out of your account, you must contact your court to unlock your account. For more information, please view the Expired Passwords and Locked Accounts job aid.

