

# Changing Your CM/ECF Password

---

## Introduction

Once you receive your EDNC CM/ECF login and password, you can change your password to one that is easier to remember or consistent with your passwords from other courts.

**NOTE:** We strongly encourage you to select a new password that is at least eight characters long, includes both upper and lower case letters and at least one digit or special character. Future versions of CM/ECF will make this a requirement.

---

## Changing Your Password

Change your password by taking the following steps:

Step	Action
1.	Go to the <b>Utilities</b> menu on the top blue bar of CM/ECF
2.	Click on <b>Maintain User Account</b>
3.	Select the button labeled <b>More User Information</b>
4.	Notice that the system displays a string of asterisks in the <b>Password</b> field
5.	Place your cursor in the <b>Password</b> field and delete the asterisks
6.	Type in your new password (the system displays the actual characters of your new password as you type)
7.	Click on <b>[Return to Account Screen]</b> to reopen the <b>Maintain User Account</b> screen
8.	Click on <b>[submit]</b> at the bottom of the <b>Maintain User Account</b> screen (the system will notify you on the screen that your updates were accepted)
9.	You may begin using your newly created password in your next CM/ECF session

**NOTE:** It is very important that you record your new password and keep it in a safe place. The clerk's office does not maintain a record of your password. If you forget your password, you must contact the Help Desk at 1-866-855-8894 to obtain a new password.