

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 Utilities menu on the top blue bar of CM/ECF
2.	Click on Maintain User Account
3.	Select the button labeled More User Information
4.	Notice that the system displays a string of asterisks in the Password field
5.	Place your cursor in the Password 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 [Return to Account Screen] to reopen the Maintain User Account screen
8.	Click on [submit] at the bottom of the Maintain User Account 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.