



CHANGE PASSWORD VIA SHELBYNEXT WEBSITE

1. Login to ShelbyNext to display your Profile page
 - *If not on the profile page, click on your initials at the top right corner of page*
2. From the list of options below your name, click on **Account**
 - *Far right corner of the screen*
3. Under Credentials, type your new password
 - *Password must be at least 6 characters long*
4. Confirm Password and validate they match
5. Scroll down and click '**Save**'

Questions/additional assistance needed? **Email: shelbynext@stjamesumc.org**