Update an AppCentral Account
QUICK USER GUIDE

Manage access to my account

Once you have setup your AppCentral account you can manage the settings via the **Account** link at the top of the AppCentral home page. The **Update my account** page contains three sections.

1. **Manage my online profile** – Do not use. This link is not functional in AppCentral.

2. *Manage my contact information* – – This should only be used to update the name or email address that you associated to your AppCentral account.
   Note: This will not update the health authority of any changes.

3. **Manage access to my account** – Use this section to maintain your AppCentral account ID, password and challenge question.

To change an AppCentral ID

1. Click **Account** link at top of home page
2. Enter **New ID** in field provided
3. Enter ID a second time in the **Confirm** field
4. Click **Update** button

To change an AppCentral password

1. Enter **New Password**
2. Enter password a second time to **Confirm Password**
3. Click **Update** button

To reset a forgotten password

1. Click **Having trouble accessing your AppCentral account? Click here** on the AppCentral sign in page
2. Select **I forgot my password** checkbox on the Why can't you sign into AppCentral? Click **Continue** button
3. Enter **First Name**, **Last Name** and your **AppCentral ID** on the Forgot your password? Let's create a new one page. Click **Continue** button
4. Your AppCentral account has been located page is displayed. Click the **Close this window** button.
5. You will then receive an email with your AppCentral ID and a temporary password
6. Follow the instructions in the email to reset your password