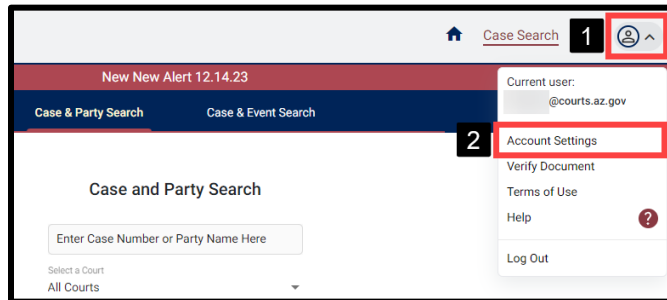


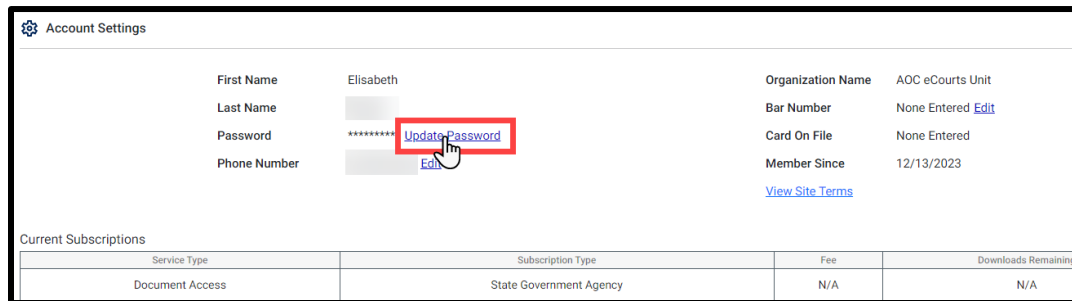
## eAccess Password Update

This process is used when an existing **user is logged in**. To update a password without logging in, see the **Password Reset reference guide**, available at: <https://www.azcourts.gov/eaccess/Training>.

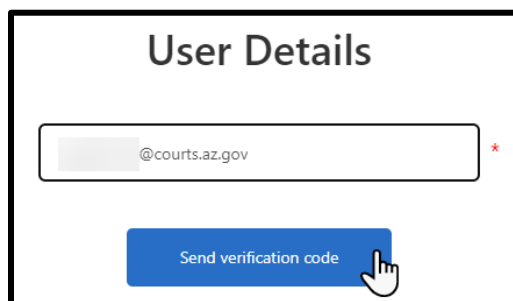
1. Log in to eAccess: <https://eaccess.azcourts.gov/>
2. In the upper-right corner of the page, select the **User icon** > Select **Account Settings**



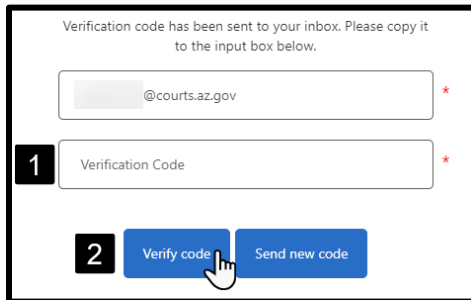
3. Select the **Update Password link**



4. *The User Details screen will be displayed* > Enter the **email address** for the user account > Select the **Send verification code button** > *The entered email address will receive an email that provides a verification code*



5. Enter the **verification code** > Select the **Verify code button**  
*Note: to receive a new code, select the Send new code button*



Verification code has been sent to your inbox. Please copy it to the input box below.


@courts.az.gov \*

1 Verification Code \*

2 Verify code Send new code

This screenshot shows a verification step. At the top, it says "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: the first contains "@courts.az.gov" with a red asterisk to its right; the second is labeled "Verification Code" with a red asterisk to its right. A black box with the number "1" is next to the second field. Below the fields are two blue buttons: "Verify code" and "Send new code". A black box with the number "2" is next to the "Verify code" button, and a mouse cursor is pointing at it.

6. When the email address has been verified, the continue button will be activated > Select the **Continue button**



E-mail address verified. You can now continue.

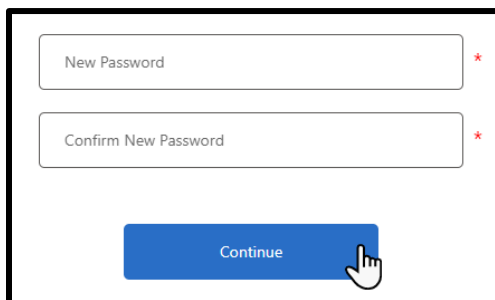
@courts.az.gov \*

Change e-mail

Continue

This screenshot shows the confirmation screen after email verification. It says "E-mail address verified. You can now continue." There is an input field containing "@courts.az.gov" with a red asterisk to its right. Below it is a blue button labeled "Change e-mail". At the bottom is a blue button labeled "Continue", which is highlighted with a red rectangular border and has a mouse cursor pointing at it.

7. Enter/Confirm a **new password** > Select the **Continue button**



New Password \*

Confirm New Password \*

Continue

This screenshot shows the password update screen. It has two input fields: "New Password" and "Confirm New Password", both with red asterisks to their right. Below the fields is a blue button labeled "Continue" with a mouse cursor pointing at it.

8. The password update is complete, and the user is logged out and must **log in with the new password**