



# BNI Connect<sup>®</sup> Training

## *Changing Your Username and Password*

*Version 1.0 – 11/30/2011*

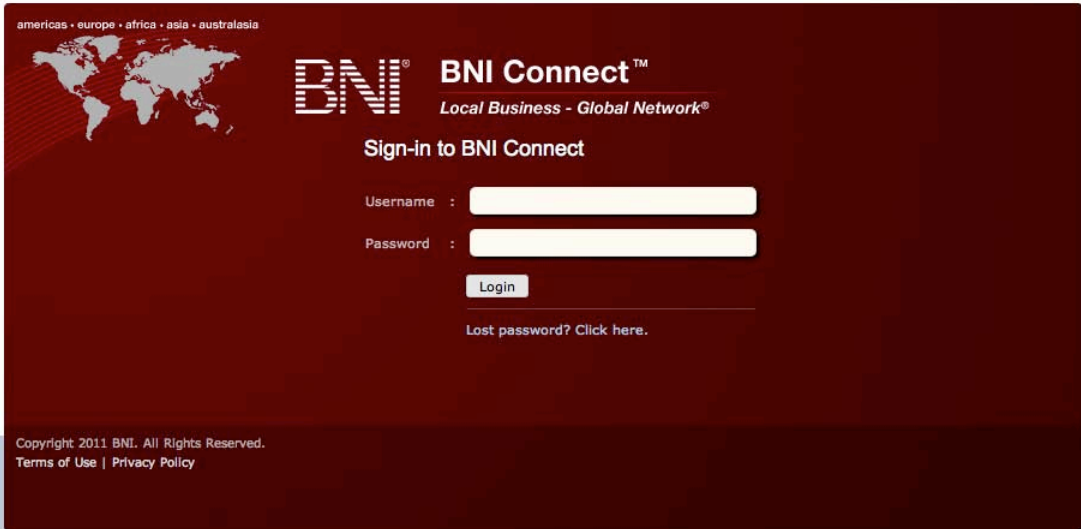
# Table of Contents

- Overview ..... 3
- Changing Password ..... 4
  - User Profile Tab ..... 5
  - Changing the username and password ..... 5
- Conclusion ..... 6

## Overview

Periodically and for various reasons, users may want to change their BNI Connect® username and password. This document will walk them through that process.

Start by logging in to BNI Connect® at <http://bniconnect.com>



The screenshot shows the BNI Connect login interface. At the top left, there are regional links: "americas • europe • africa • asia • australasia". To the right is the BNI logo and the text "BNI Connect™ Local Business - Global Network®". Below this is the heading "Sign-in to BNI Connect". The login form consists of two input fields: "Username :" and "Password :", each followed by a white text input box. Below the password field is a "Login" button. Underneath the button is a link: "Lost password? Click here." At the bottom left of the page, there is a copyright notice: "Copyright 2011 BNI. All Rights Reserved. Terms of Use | Privacy Policy".

Log in to BNI Connect® using the username and password created when initially joining the website.

Once logged into the website, the “Dashboard” will appear. This screen will be the start or jumping off point for most of the functions in BNI Connect®.

# Changing Username and Password

After logging into BNI Connect®, choose the 'My Account' option in the upper right corner as shown below.

The screenshot displays the BNI Connect user interface. At the top, there is a dark red header with the BNI logo and the text "BNI Connect™ Local Business - Global Network®". The date "Thursday, December 1, 2011" and the user's name "Welcome Jason Turcotte" are shown in the top right. Below the header is a navigation bar with tabs for "Network", "Operations", "Reports", "Tools", and "Admin". A white arrow points to the "My Account" button in the top right corner, which is next to a "Sign out" button. Below the navigation bar, the user's profile "Jason Turcotte" is displayed with a "Choose 'My Account' to begin changing your password" message and an "Edit" button. The main content area is divided into several sections: "Connections" (listing names like Aliina Laine, Alyssa Lazerow, etc.), "Groups" (listing "Website Developers and Designers", "Western Mass BNI", etc.), "Documents" (listing "Become a Networking Mentor.pdf", "BNI Handy Guide to Networking.pdf", etc.), "Updates" (stating "There are no updates"), "Recommendations" (stating "You have no recommendations"), "Events" (stating "There are no upcoming events"), and "Unread Messages" (stating "There are no messages"). At the bottom, there is a "Personal" section with links for "Profile" and "Signout", a copyright notice, and a "Secured by thawte" logo.

## User Profile Tab

### Changing the username and password

The information contained in 'User Profile' tab includes the username and password for BNI Connect®, the memorable question the user selected when originally establishing their profile, the answer to the memorable question, the language used, profile image and company logo.

**Edit Profile : Jason Turcotte** Back

User Profile

1 **Click the User Profile tab**

Username jasonsturcotte

**Change Username** **Change Password**


Memorable Question \* What is the answer to life, the universe and everything?

2 **Then click the 'Change Password' button**


Answer \* 42

Language English (US)

**Update**

Profile Image 

**Change Profile Picture**

Company Logo 

**Change Company Logo**

\* Required Field

To change the username, click 'Change Username' under the current username. Type in a new username when the pop-up box appears and then click 'Submit' when finished.

To change the password, click 'Change Password' under the current username. A pop-up box will appear that asks for the current password and then the new password and confirmation of the new password. Click 'Submit' when finished.

## Conclusion

As shown here, the process of a user changing their username or password is a simple one. This document can be used to help them facilitate those changes.