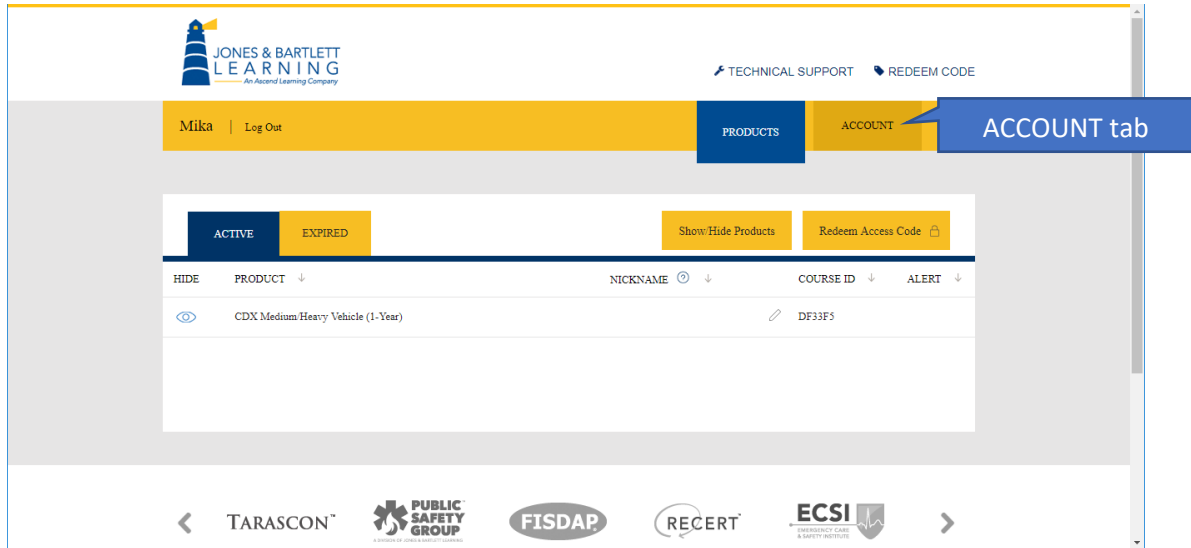


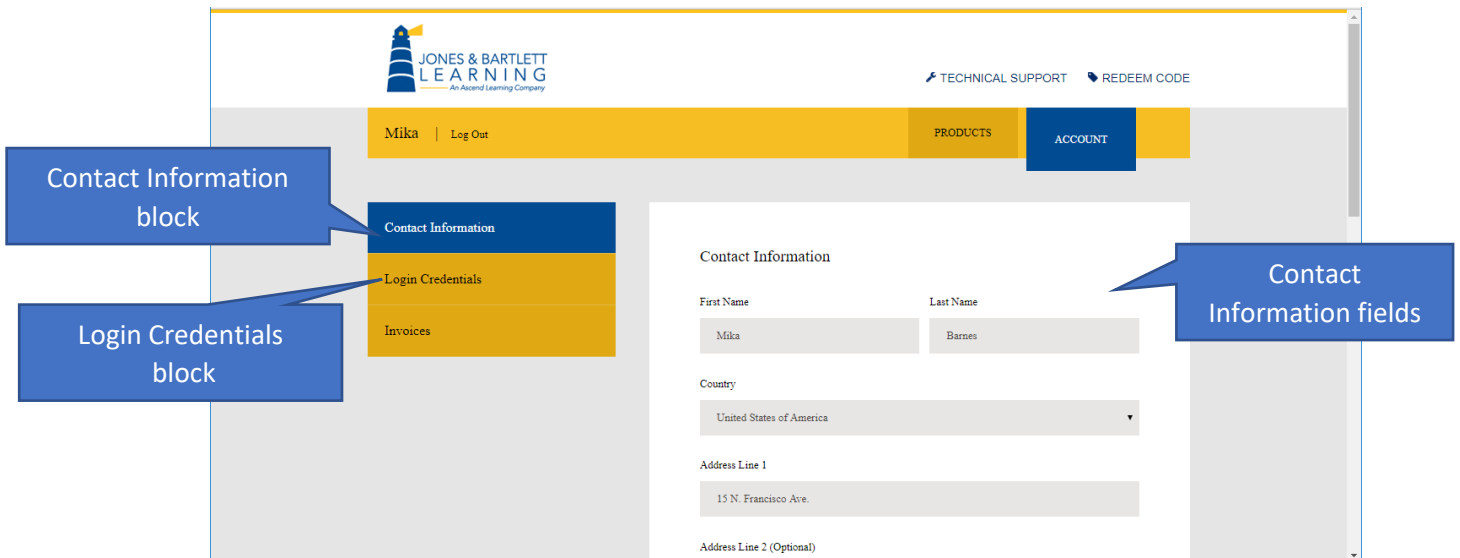
## How do I change my contact information or login credentials?

If you move, change your phone number, get a new email address, or need to change your password, you can update your CDX account with your new information or credentials.

1. Navigate to [www.cdlearning.com](http://www.cdlearning.com) and click the **LOGIN** link in the upper right corner of the CDX Learning Systems home page. Log in to your account. Your My Account page opens, as shown here. By default the PRODUCTS tab is displayed.

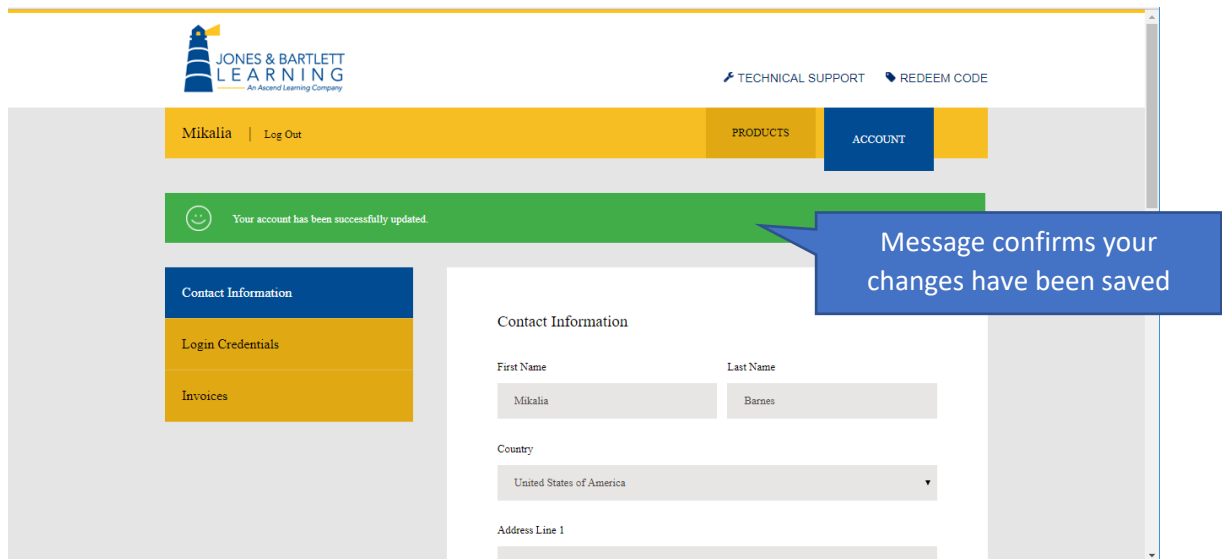


2. Click the **ACCOUNT** tab. The ACCOUNT tab opens, as shown below. It is organized into blocks for **Contact Information**, **Login Credentials**, and **Invoices**, with Contact Information open by default.

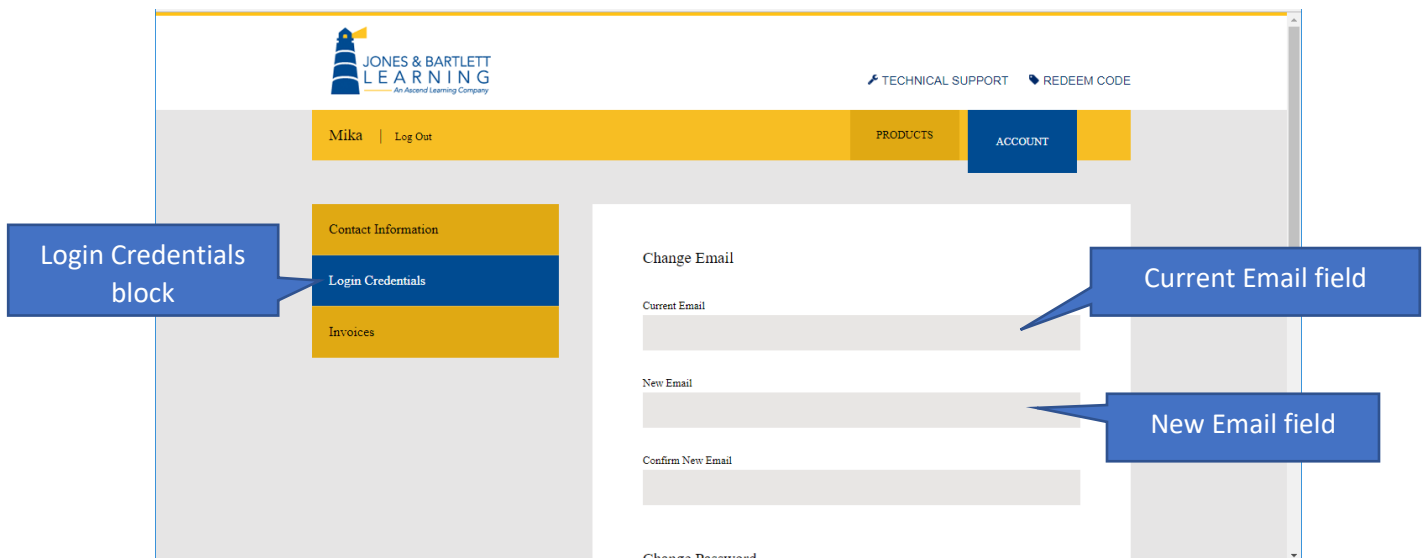


## How do I change my contact information or login credentials?

3. To change your name, address, phone number, or affiliated institution, click in the appropriate field, scrolling down as necessary, then enter the new information. When you're finished, click the **Save Changes** button at the bottom of the page. Changes to your contact information are saved.



4. To change your email address or password, click the **Login Credentials** block.



5. Click the **Current Email field** or **Current Password field**, then enter your current email address or password to confirm your credentials. You can then enter the new information in the **New Email** or **New Password field**. Retype the information exactly in the **Confirm New Email** or **Confirm New Password field**.

## How do I change my contact information or login credentials?

- When you're finished, click the **Save Changes** button at the bottom of the page. Changes to your login credentials information are saved, and you are prompted to log in again with your new credentials, as shown below. Click the **OK** button, then log in again with your new credentials.

