UPDATE 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.

Manage my online profile – Do not use

Manage my contact information – Do not use.
This will not update the Health Authority of any changes.

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

How do I change my 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

How do I change my AppCentral Password?

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

Forgot my password

How do I reset my 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 **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.