

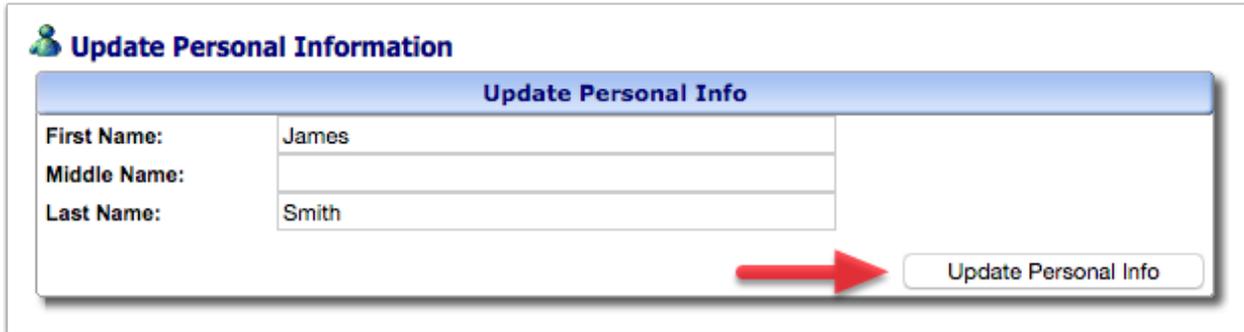
Begin by logging into your alacourt account.

Go to the bottom left of the screen and select **"Update User Info"**



Updating Username

To update the Name, type the "First Name" and "Last Name" > select the "Update Personal Info" Button

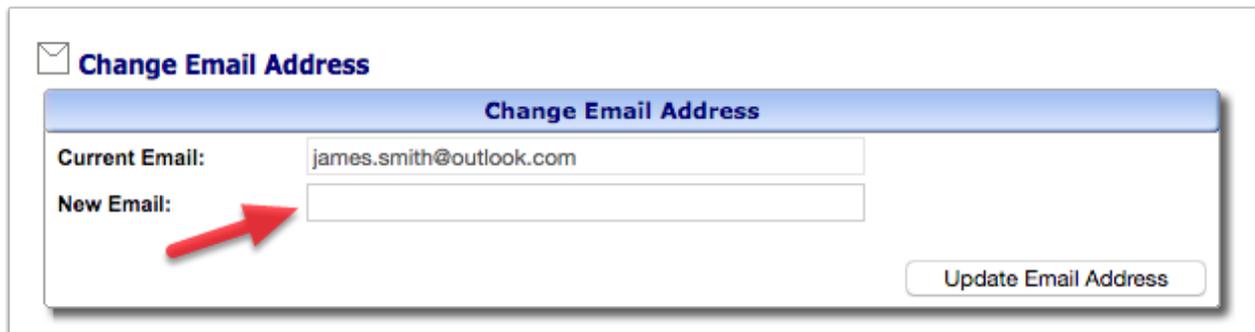


Update Personal Info	
First Name:	James
Middle Name:	
Last Name:	Smith

Update Personal Info

Updating Email

Type the new email address > select the "Update Email Address" Button



Change Email Address	
Current Email:	james.smith@outlook.com
New Email:	

Update Email Address

Updating Password

Type the Current Password first and then the new password > select "Update Password" Button

Remember - Password must be a combination of letters and numbers and a minimum of 8 characters in length.

Change Password

Change Password

Current Password:

New Password:

Password must be an combination of letters and numbers and a minimum of 8 characters in length.

Retype Password: