

Changing Your Password:

It is very important to keep your password confidential to ensure security of the content you check in to the content server. After you receive your user name and password, change your password immediately. If you cannot remember your password, please contact Angie Valdez at 562-658-4946 or Lorraine Mitchell at 562-940-3225 for assistance.

To change your password, follow the steps below:

Log on to CMS: <http://cmscontrib1.co.la.ca.us/xpedio/> or log on from your staging website (if applicable).

Once logged in:

1. At the top left side your screen, click on “User Profile.”
2. Enter your new password (any variation of alpha, numeric and/or special characters) in the “Password” field. (Delete or highlight the asterisks and enter your new password.)
3. Re-enter your password in the “Confirm Password” field.
4. Click the “Update Button.”

Displayed on your screen is the pop-up window to authenticate your new password. (Your “User ID” is already displayed.) Enter your new “Password” and click on the “OK” button.