# *How Do I Change My R25 Password?*

1. Click **Options** in the top menu bar. The **Options** menu will display
2. Click **Change Password** from the menu to create a personal password.

 

1. Type in your current password in the **Current R25 Password** field. *(Your current password is initially set to the login ID)*
2. Type your uark.edu email account password in the **New Password** field. Remember that passwords are case sensitive.

**NOTE:**  Your password may be different from your uark.edu email account, but may easier to keep up with if it is the same as your email account.

1. Confirm your uark.edu email password in the **Confirmation** field.
2. Click **OK** to complete the password reset.

