

# How to... Change your password

Log in as if you were going to book a new appointment.

You will then see the welcome screen.

The screenshot shows the patient portal for Chawton Park Surgery. At the top left, there is a calendar icon showing 'Sep 8'. The main heading is 'Chawton Park Surgery'. Below this, it says 'Welcome Mr Joe Bloggs' and 'You last successfully signed on 3 days ago.' There are three main sections: 'Appointments' (with a link to 'book an appointment now?'), 'Your Details' (listing user name, NHS number, name, address, and e-mail), and a 'What you can do' sidebar on the right. The sidebar contains links for 'Book new appointment', 'Change my details', 'Change my password', and 'Logout'. Below the sidebar, there are 'NHS Links' including 'NHS Direct', 'Search for Local Services', 'Self-Help Guide', 'Common Health Questions', and 'Encyclopaedia'.

Click on "[Change my password](#)" at the right..

This is a close-up of the 'What you can do' sidebar from the previous screenshot. The 'Change my password' link is circled in red, indicating it is the target for the next step.

The screenshot shows the 'Change your password' form. At the top left, there is a calendar icon showing 'Sep 8'. The main heading is 'Chawton Park Surgery'. Below this, it says 'Change your password' and 'You need to enter your new password in twice, the second time to verify that you have typed it in correctly.' There are two input fields: 'New password' (with a masked password of seven dots) and 'New password again' (empty). At the bottom, there is a 'Save my changes' button and a link to 'Go back to my home page without making changes'.

Enter your password TWICE (to check that you got it right!), then click on the "Save my changes" button.