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### WebCCAT - Modify Account Settings

1. Access WebCCAT through any web browser at this link: <http://www.webccat.com>
2. In the dialog box shown below enter your username and password then left-click on the **Login** button



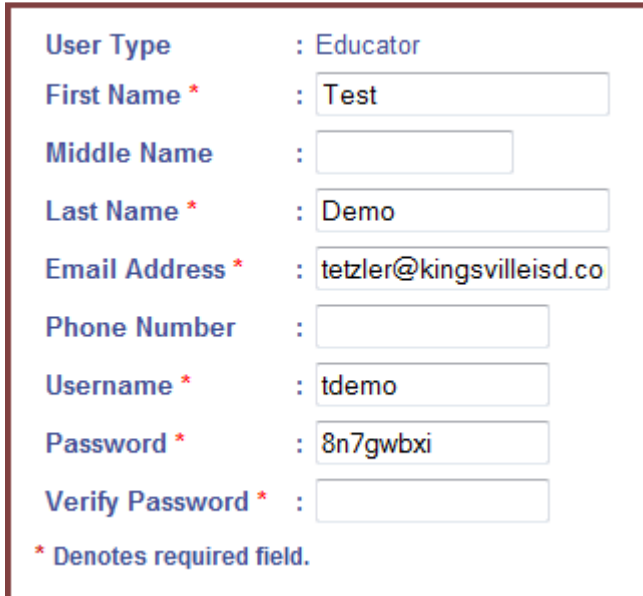
A login dialog box with a blue background. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?'. To the right of the 'Forgot your password?' link is a red 'Login' button. Below these elements is a red 'Create New Account' button.

3. On the Main Menu left-click the mouse on the **Modify My Account** button



A blue button with white text that says 'Modify My Account'.

4. You will be displayed a screen to modify the following fields

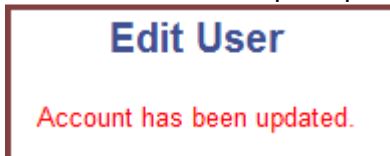


A form for modifying user information. It lists several fields with their current values:

- User Type : Educator
- First Name \* : Test
- Middle Name :
- Last Name \* : Demo
- Email Address \* : tetzler@kingsvilleisd.co
- Phone Number :
- Username \* : tdemo
- Password \* : 8n7gwbxi
- Verify Password \* :

\* Denotes required field.

5. Left-clicking the mouse on the **Save** button will revert back to the same page displaying updated information and this prompt at the top of the page to indicate a successful process



A blue button with white text that says 'Edit User'. Below it is a red text message that says 'Account has been updated.'

6. Left-clicking the mouse on the **Save and Exit** button will update your information and then return you back to the Main Menu