

*My User Configuration- **Change My Password**: Subfolder*

“Change My Password” is a subfolder of “My User Configuration”. This subfolder has viewable and updateable user’s security information.

Steps to Navigate to the “Change My Password” Folder Menu

Step 1: Navigate to the Home Workspace*.

**To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces in the “HMIS Basic User 2025 Manual”.*

Step 2: Navigate to “My ClientTrack” secondary sidebar* menu option. A dropdown menu will appear under the “My ClientTrack” folder.

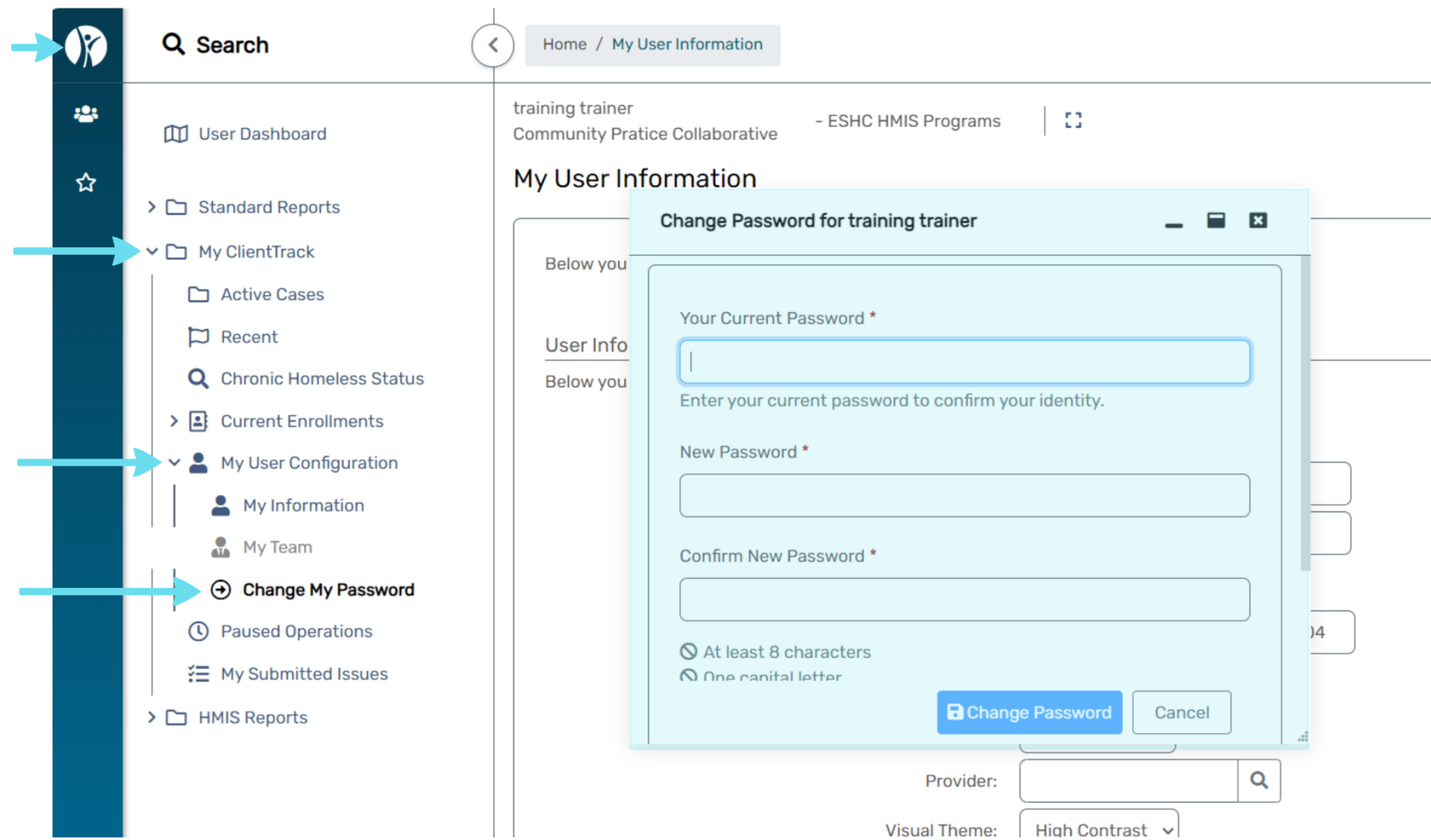
**For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the “HMIS Basic User 2025 Manual”.*

Step 3: Select the “My User Configuration” secondary sidebar menu option. A dropdown menu will appear under the “My User Configuration” subfolder.

Step 4: Select “Change My Password” secondary sidebar menu option. A pop-up window will appear.

Step 5: Type in your current password into the “Your Current password” box. Type in a new password in the “New Password” box. Confirm the “New Password” entry by typing it identically in the “Confirm New Password” box. Required elements are marked with a (*).

Step 6: Click the “Change Password” button to save changes. Select the “Cancel” button to exit without saving.



[Change My Password](#)

Tips and Tricks - Updating Security Information



Did you know?

- There is more than one way to update password/recovery information.

Method 1 - Via "My ClientTrack" - "My User Configuration" menu

1 Change Password for training trainer

Confirm New Password *

At least 8 characters
One capital letter
One lowercase letter
One number
One special character

I want to [update my recovery information](#) instead of my password.

[Change Password](#) [Cancel](#)

2 Change Password for training trainer

Security Settings

Current Password

[Submit](#)

3 Change Password for training trainer

Security Settings

Email

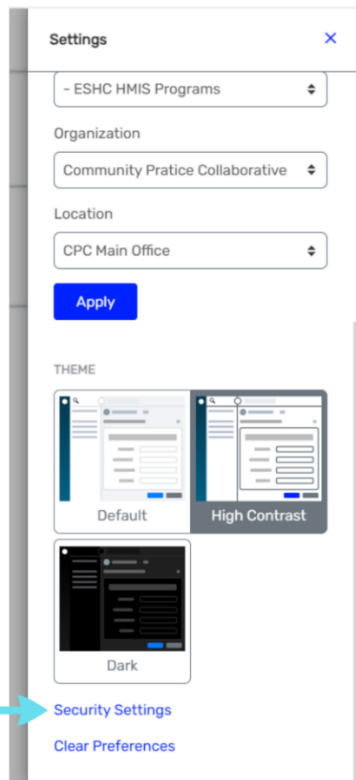
We'll use this email address for password resets and other important notifications about your account. It will not be shared.

[training@shc.org](#)

[Change your password](#)
[2-Step Verification](#)
[Update your account recovery information](#)

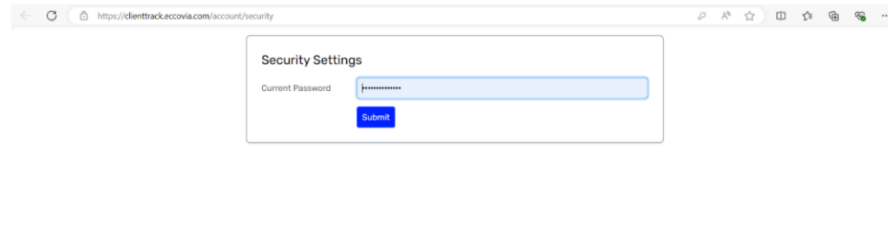
Method 2 - Via User Settings - "Security Settings" menu

1 Via User Settings Menu:



The screenshot shows a 'Settings' modal window. It contains dropdown menus for 'Organization' (Community Pratic Collaborative) and 'Location' (CPC Main Office), followed by an 'Apply' button. Below this is a 'THEME' section with three options: 'Default', 'High Contrast', and 'Dark'. At the bottom of the modal, there are two links: 'Security Settings' and 'Clear Preferences'. A blue arrow points from the 'Security Settings' link to the right.

2



The screenshot shows a web browser window with the URL 'https://dentrackeccovia.com/account/security'. The page title is 'Security Settings'. It features a 'Current Password' label next to a password input field. A blue 'Submit' button is located below the input field.

3

Security Settings

Email

We'll use this email address for password resets and other important notifications about your account. It will not be shared.

training@eshc.org 

- [➤ Change your password](#)
- [➤ 2-Step Verification](#)
- [➤ Update your account recovery information](#)