How eNCPT Admins Can Change User Passwords

1. **Visit www.ncpro.org and click on the Login button in the upper right corner.**

(Use the most up-to-date version of Google Chrome for the best results)

2. **Log in with your Administrative username and password and click "Sign In."**

Welcome Back!
As a registered member of this portal simply enter your eatright.org credentials below and click "Sign In"
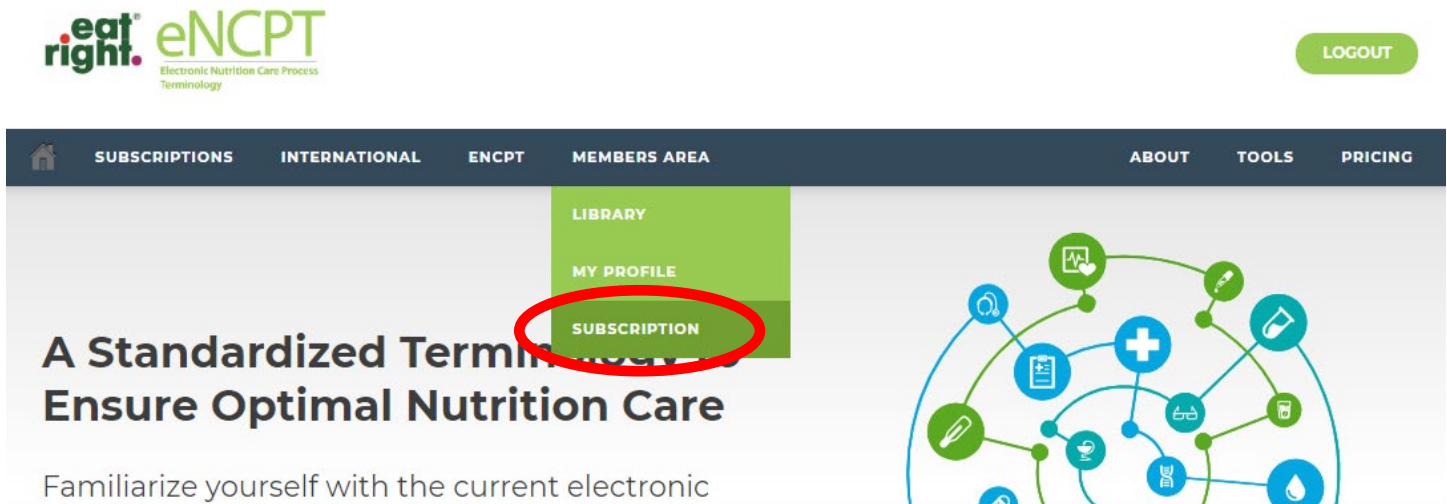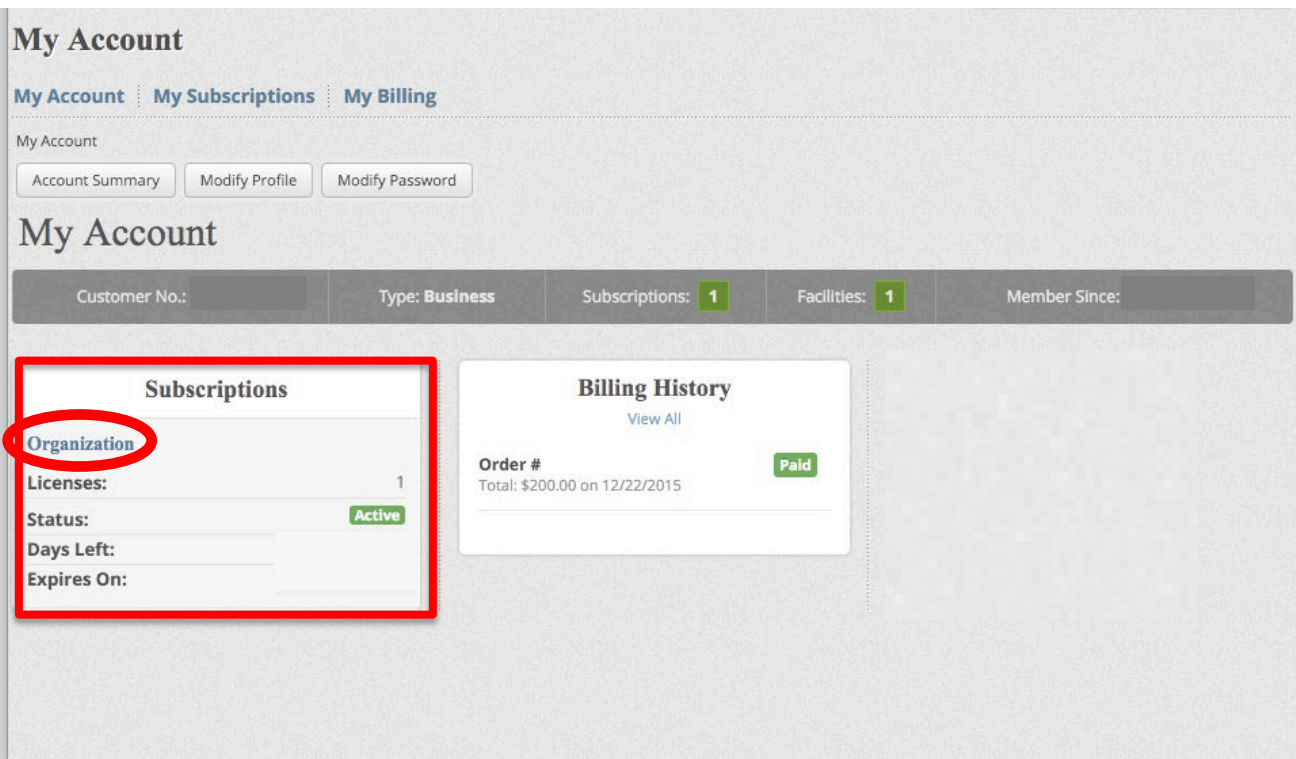
Sign In

Username

Password

☐ Remember me on this computer until I log out.

SIGN IN   RESET PASSWORD

3. Scroll over "Members Area" and click "Subscription"

4. Within the "Subscriptions" box, click your subscription type (either "Organization" or "Educator").

5. Click "Users" to view the list of users on the account.

6. From the list of users, click the user for whom you wish to change the password.

8. **You have the ability to change any of the following:**
   - **First Name**
   - **Last Name**
   - **Designated Facility**
   - **Email (Username)**
   - **Password**

   After making necessary changes, click "Save." Communicate the changes you made to the appropriate individuals.

Customer No.:	Subscription Plan: **Organization**	Status: **Active**	Users: **1**	Business Licenses: **1**	Expires On:

This user is currently setup as the billing user (primary contact) for this account. You cannot delete this user. If you would like to modify who the billing user is for this account, please click on "Modify Profile" button above.

User Password

* Password

* Confirm Password

User Profile

* First Name

* Last Name

* E-mail

* Facility   Main Facility

Subscription   Organization

Reset Password

Save   Cancel