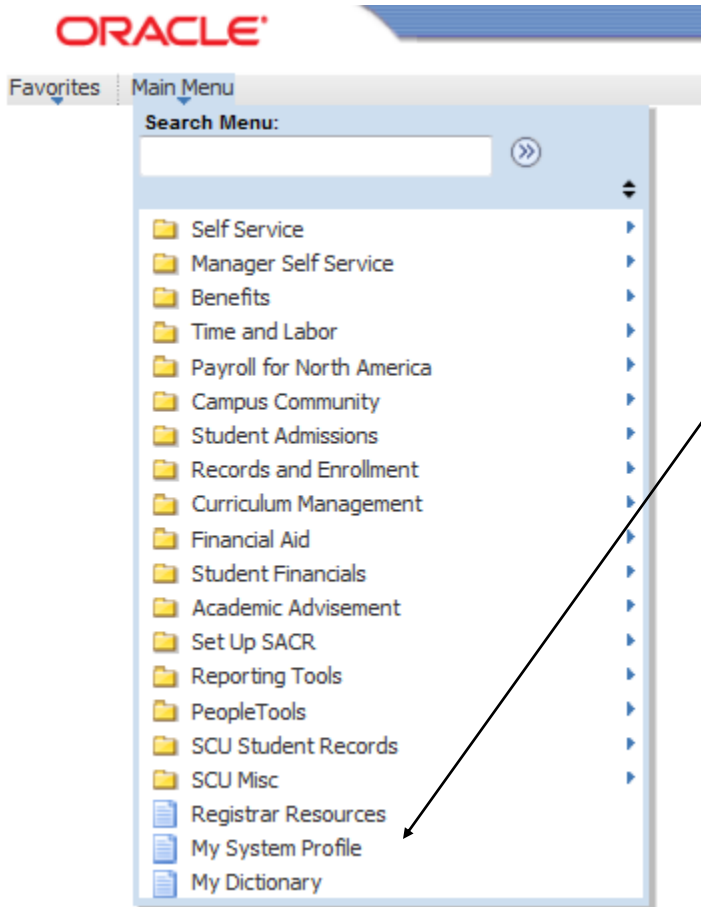


Other Functions


- **Change My Password**



1. From **Main Menu** click on “**My System Profile**”

2. Click on “Change password” in the **General Profile Information** panel.

General Profile Information



Password

[Change password](#)

[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

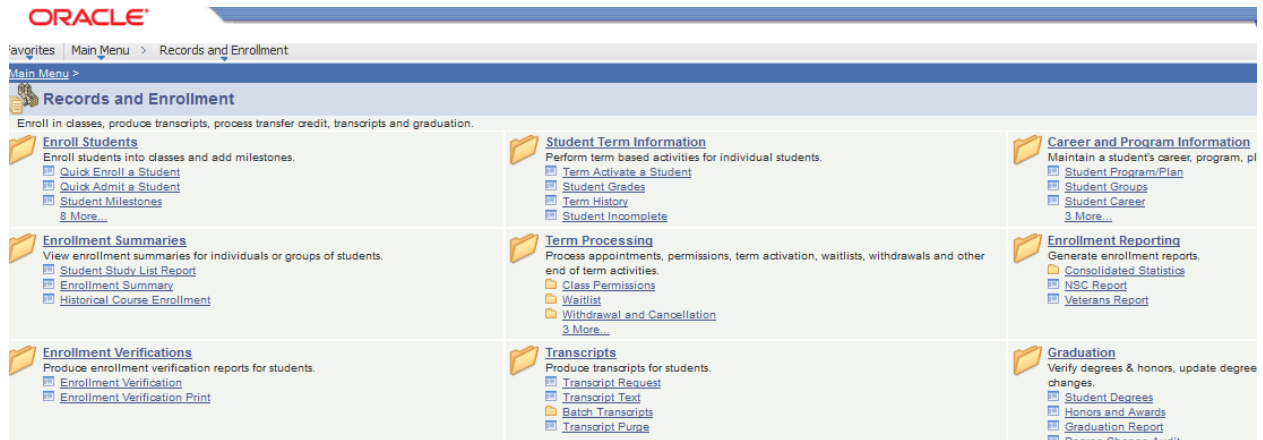
My preferred language for reports and email is: English ▼

Currency Code: 🔍

Default Mobile Page: 🔍

- **Setting up “Favorites”**

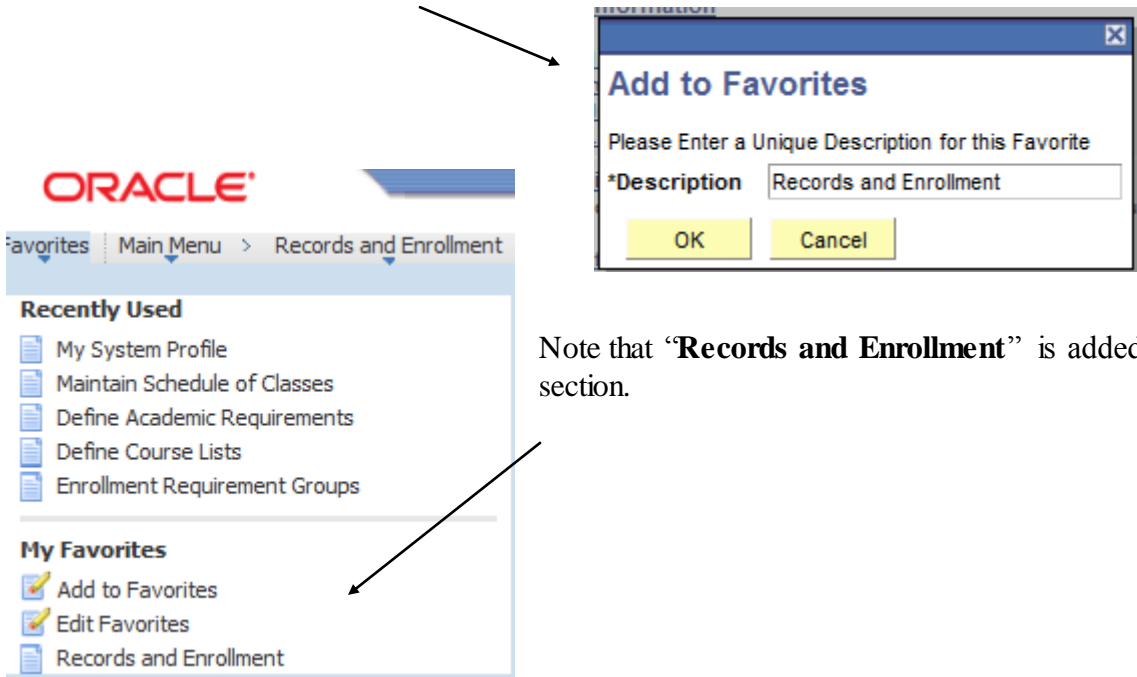
1. Click on Main Menu and navigate to the page that you want to save as a “Favorite”.
(In this example navigation was to “Records and Enrollment” from the main menu)



2. Click on “Favorites” to the left of “Main Menu”



3. Click on “Add to Favorites” and give it a unique name, then press “ok”.



Note that “Records and Enrollment” is added to the “My Favorites” section.