

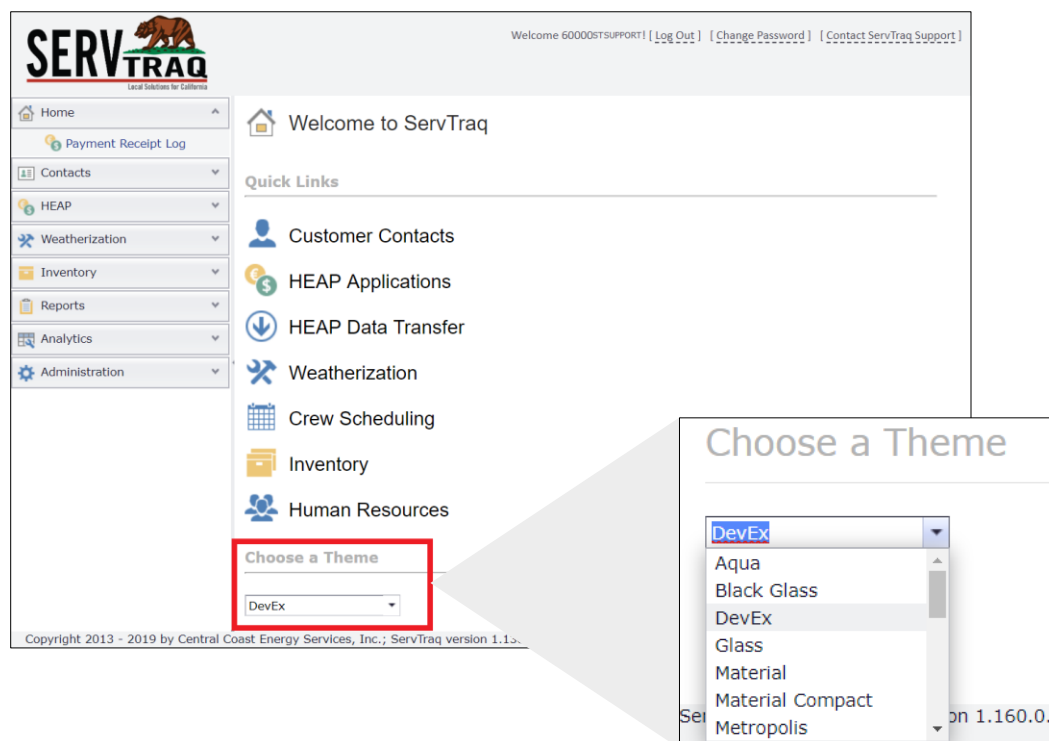
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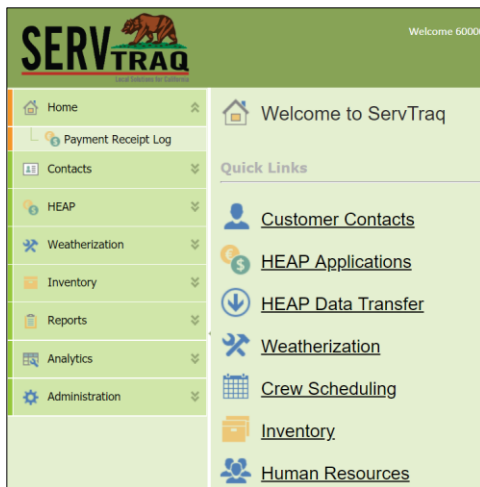
Change Settings and Password

This guide will show you how to personalize your own ServTraq database and how to change your account password.

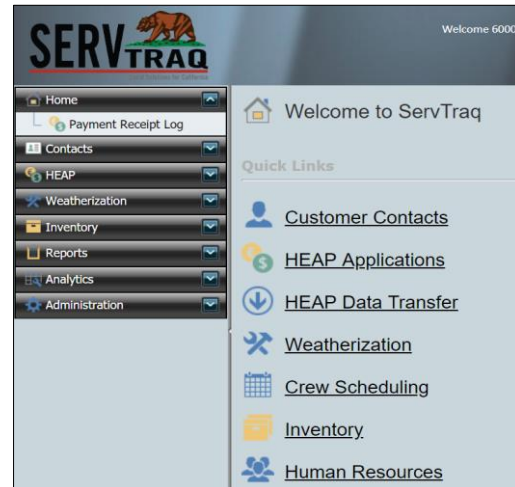
Apply a Theme

To **personalize** and add a fun twist to your ServTraq page, navigate to **Choose a Theme** box at the bottom of the home page. Click on the down arrow and select a theme option from the drop down list.





ServTraQ shown in the theme “Youthful”

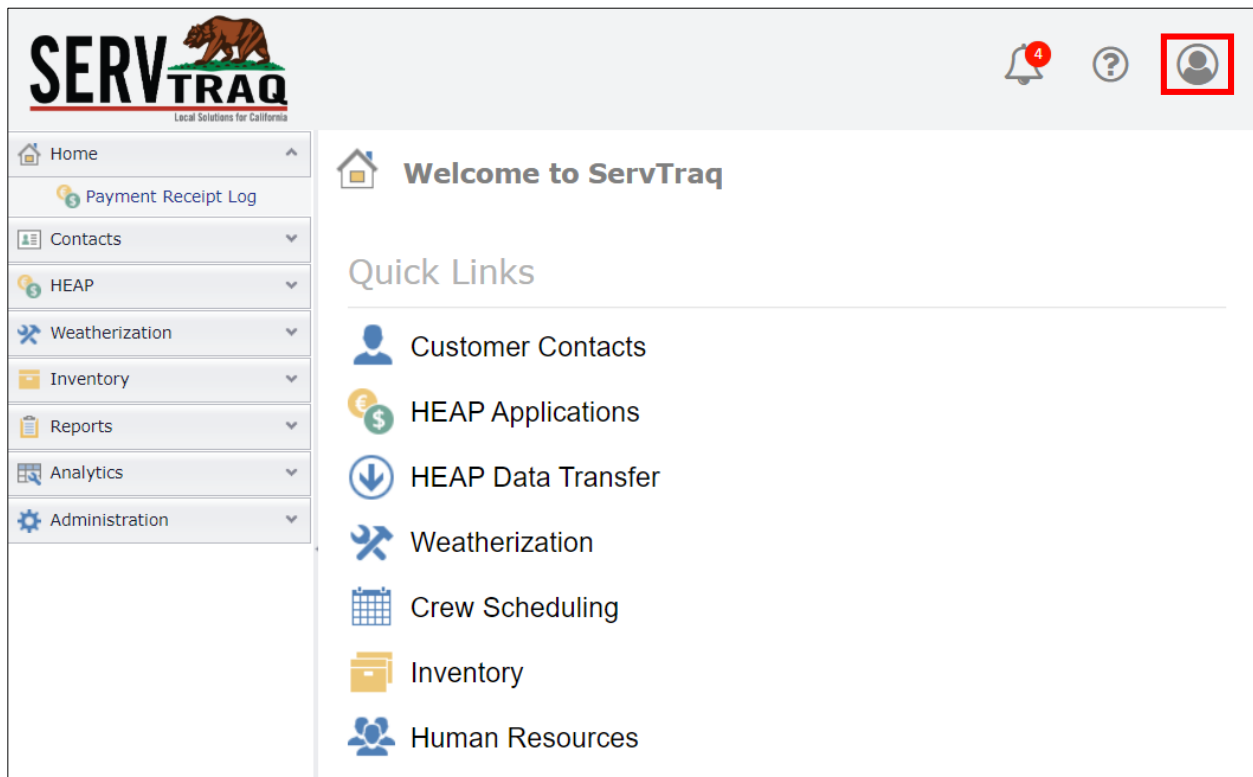


ServTraQ shown in the theme “Black Glass”

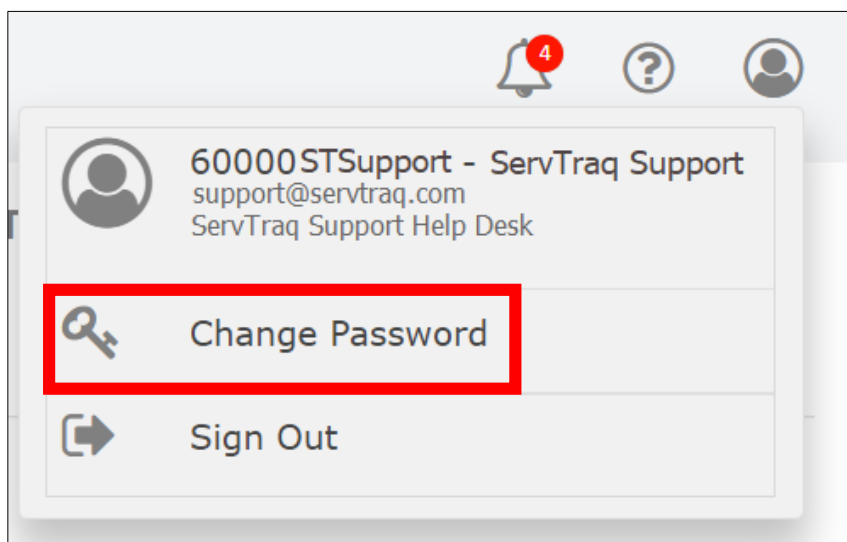
We encourage all users to experiment with the ServTraQ themes on the drop-down list, and see which theme and color contrasts allow for easier reading and navigation.

Change Account Password

To change the existing password, click on the  icon on the top right of the page.




A small window will appear below the icons. Select **Change Password**.



1. Enter the existing password under *Old Password*
2. Enter the new password under *Password*
3. Re-enter the new password in the last box and click **Change Password**.

Change Password



Use the form below to change your password.
New passwords are required to be a minimum of 6 characters or more in length and contain at least 1 number and at least 1 character that is not a number or a letter.


Old Password:

Password:

Password:

Password Criteria

- ✓ Be at least **6 characters** long
- ✓ Contain at least **1 number**
- ✓ Contain at least **1 special character**
(e.g. !@#\$\$%&)

 **ServTraq2020!**