

1. Login To My Talladega
2. In the Top Right Hand Corner Select “Personal Info”



Welcome back **portal admin** ( [Site Manager](#) | [Personal Info](#) | [Logout](#) )

3. Select Password Tab



## My Info - Manage Password

[Account Info](#) | **Password** | [Photo](#) | [Custom Info](#)

### Password

The new password you choose must be between 4 and

**Old Password:**

**New Password:**

**Confirm Password:**

[Password Hint](#)



4. Select Password Hint

### To Change Your Password

To change your password without creating your hint question you will have to first type in the **Old Password**, then enter your **new password** and lastly **confirm your new password**.

5. Create a **Hint Question**, one that will help you to recall your password. Once you have determined what that will be, be sure to type it out in the Hint Question Box. Next, you will enter the **answer** to your question within the next box.

In case you forget your password, a new one will be generated for you (and sent to your e-mail address) and the old one will no longer work. If you want to ensure that only you can have a new password sent to your e-mail address, enter a hint question and answer. A new password will not be generated without your answer being supplied first.

### My Info - Manage Password Hint

Account Info **Password** Photo Custom Info Off Hours Pri

When you forget your password, a new one is generated for you and sent to your e-mail address, enter a hint question and answer to help you remember your password.

**Hint Question:**

**Answer:**

