

# Reference Guide: How to Change my Password

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Shawna Rogowski

Update Building / Space

My Reports

Update Profile

Logout

Find Available Space

Industrial Space

Include Spaces from the following Property Types

Office Buildings  Industrial Buildings  Retail Buildings

Market

Market, Leasing District/Node, City/Municipality or Borough

Manager Company

1. Once logged in to Altus InSite, click on dropdown arrow beside your name at the top of the screen.

2. Click on "Update Profile."

Edit Profile

3

Password:

Confirm Password:

UPDATE MY PROFILE

4

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3. Type new password into the "Password" and "Confirm Password" boxes.

4. Click "Update my Profile" at the bottom of the screen.

5. Click "Logout" from the dropdown menu under your name at the top of the screen.