

Changing Your Password

Last Modified on 09/20/2023 11:00 am PDT

To change your own password:

- Click on your **Name and Organization** in the top right of your Dashboard.
- Click **Profile**.

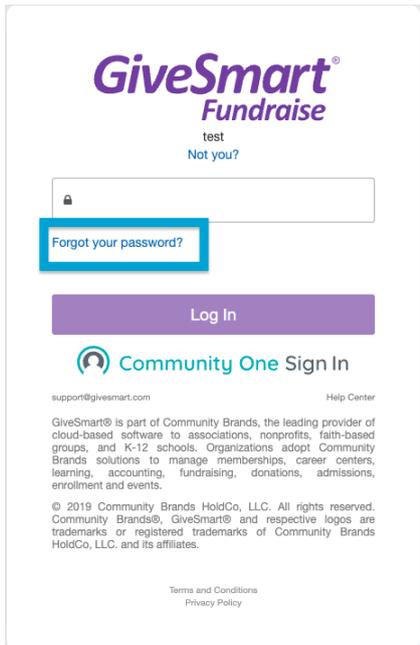


- You will be asked to enter your **current password**, and then input and confirm your **new password**
- Click "**Update**" to save your new password

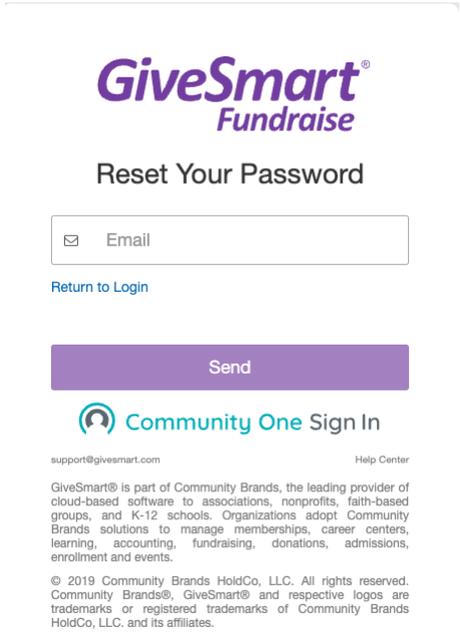
Current Password	Password	Confirm Password
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Enable Email Notification for Failed Recurring Donation		
API Token Key: To manage your API Token Key please visit the Developer Portal		
<input type="button" value="Update"/>		

If you forget your password, you can change it using password reset:

- Go to fundraise.givesmart.com
- Click the text that says **Forgot your password?**



- Enter the email address of your GiveSmart Fundraise account and click **Send** to receive an email with instructions to reset your password.



For Parent Accounts

To change the password on a parent account:

- Go to fundraise.givesmart.com
- Click the text that says "Forgot your password?" (The password reset email will go to the email address on the parent account)

If you need to re-set the username on the parent account:

- Go to Account Settings > User
- Change the email address and click Update User

- Then you can use the method above to set a new password

To change the password for a child account:

- Log into the parent account
 - Then log in as admin to the child account
 - Click on Account Settings in the upper right corner
 - You will be asked to input your current password, and then input and confirm your new password
 - Click "Update" to save your new password
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