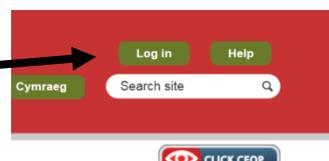


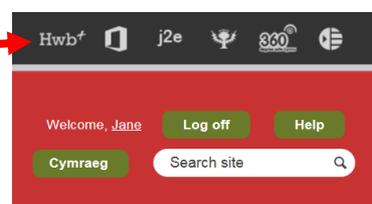
How to change your Hwb password

1. Go to the hwb site – hwb.wales.gov.uk
2. Click on log in.

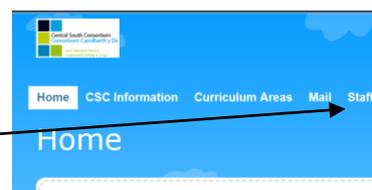


3. Type in your user name and password into the page that opens. If you make a mistake when entering your user name and password, close down the browser completely and start again.

4. Click on the hwb+ icon at the top of the page.



5. When the hwb+ site opens click on staff.



6. When the staff page opens, scroll down to find this box (it's usually on the left hand of the page).
7. Fill in your current password and then type and confirm your new password.
 - a. Passwords must be at least 8 digits long
 - b. There must be at least one capital letter
 - c. There must be at least one number

Change Password

Current Password:

New Password:

Confirm Password:

8. Click on submit.
9. If your password is accepted a message will appear at the top of the change password box.