1. **Overview**
   See Purpose.

2. **Purpose**
The purpose of this document is to outline the process amending a user’s password.

3. **Scope**
This document is to assist users with being able update and amend their password for accessing their account. Should you experience difficulties please contact Our Online Canteen directly.

   1. Login to your account at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au)

   2. Select **PROFILE** on the main toolbar on the homepage

   3. Enter your current password. Then enter your new password and re-enter it below to confirm.

   4. Select **UPDATE**.
How to edit a Password