

CFISA Change your Password:

This guide is to help you change your password

You can change your password via the www.cfisa.com website or through an email you received when you were first registered to take a course.

1) When registered for a course first time users will receive an email with a temporary password.

The email is titled “New User Account Details”. It says

“Thank you for creating an account on CFISA.com. The following message provides information regarding your CFISA account.

Your username is: xxxxx. Your password has been automatically generated: Z0VxX*K\$)1U).

You can access your CFISA account here: [User Account.](#)”

2) Copy the temporary password in the email and click on the [User Account](#) link. If you are not logged into the site it will request you do so before proceeding to change your password.

After logging in with your temporary password you should see the screen below. If not click on Manage (#1) in the tool bar and select “My account” from the list. Click on Account Details (#2) from the list on the left.

3) Enter temporary password received in email or current password (#3). Enter new Password (#4) and confirm new password (#5) and then select Save Changes (#6).

*Please note: Your password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #*

4) You can change your password any time via the www.cfisa.com website. Please follow same instructions as above.