

Changing My Achievement Series Password

1. Log into Achievement Series at www.achievementseries.com using the site id, user name, and password you were e-mailed	
2. Click on the <i>preferences tab</i> in the upper right hand corner of the screen	
3. Click on the <i>staff member tab</i> underneath your name	
4. Click the <i>change password link</i>	▪ 
5. Type in the password you were assigned where it prompts for your Old Password. Type your new password in both the <i>Enter New Password</i> and <i>Confirm New Password</i> fields.	
6. Click the ok button	

Once you have clicked the okay button, you may continue to work in Achievement Series or exit the browser. If your password is not working and you cannot access Achievement Series, contact the help desk at 301-517-5800 and they can reset your password.