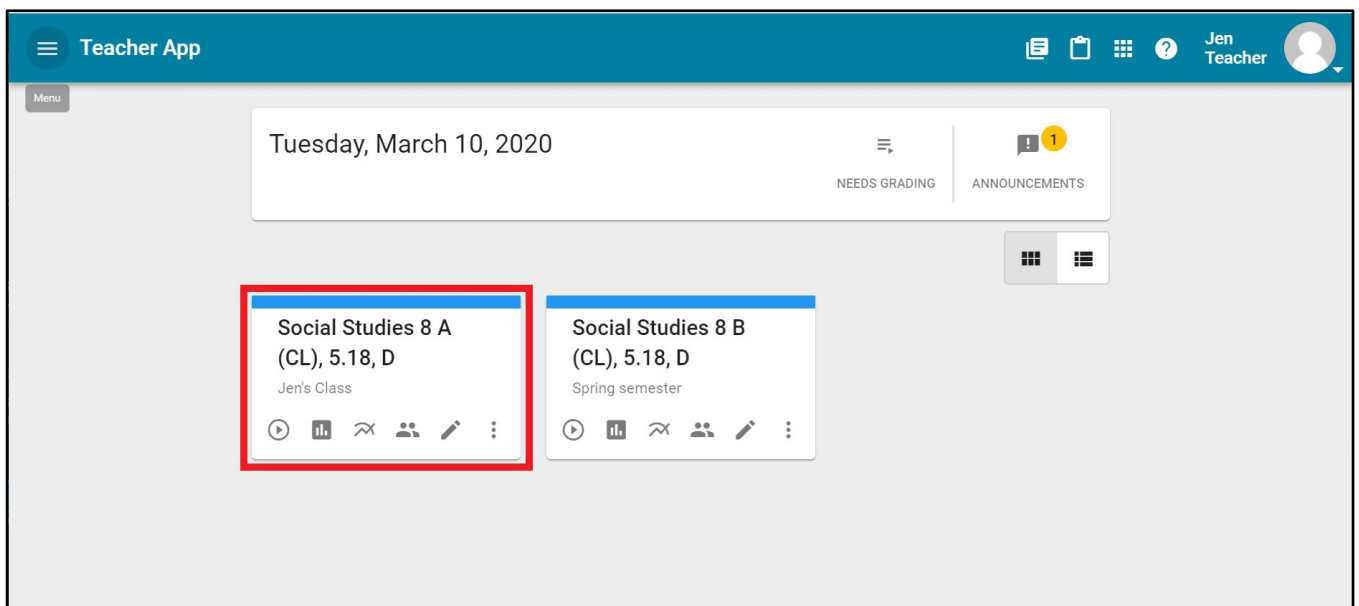


# UPDATE OR CHANGE COURSE PASSWORD

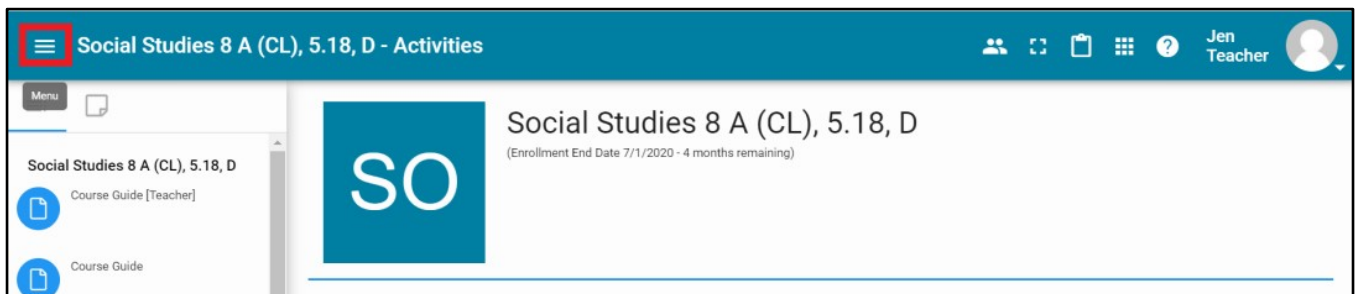
The following is a guide to support Pearson Connexus™ users navigate how to apply and/or update a password at the course level. These steps must be carried out in every active course within the domain before effective use of a domain password. Note: these steps require a user to have Course Teacher-Author permissions.

## Course Password Application Process

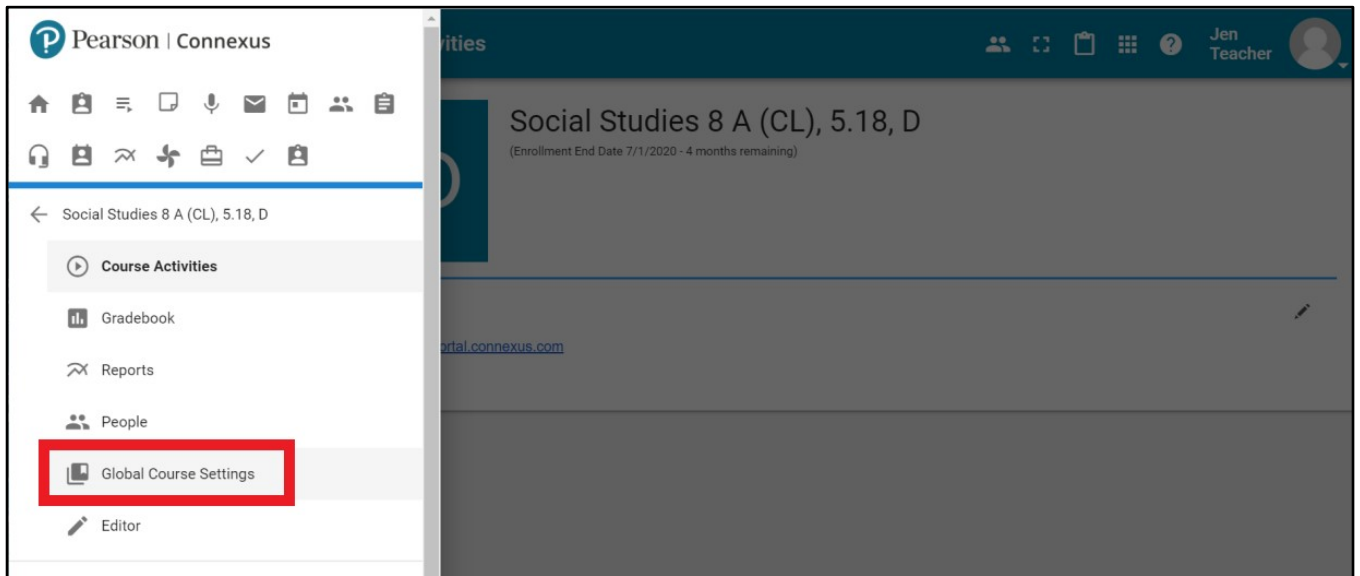
1. Sign in with Course Teacher-Author permissions.
2. Select the course in need of a new or edited password.



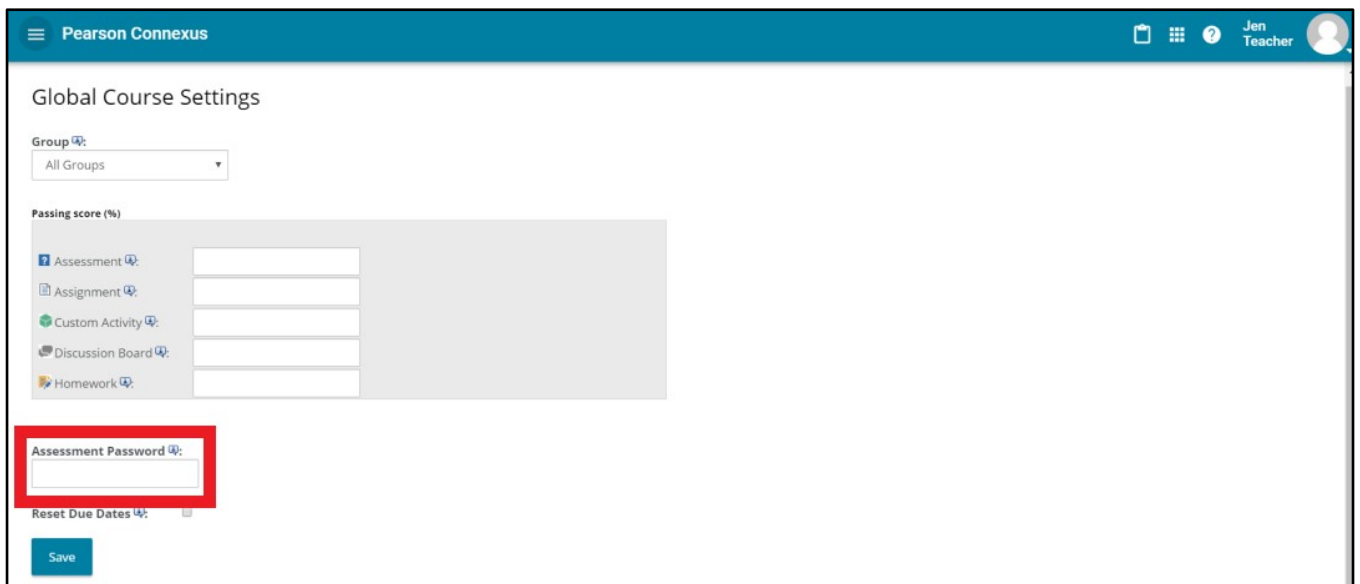
3. Select Menu in the upper left corner.



4. Select Global Course Settings.



5. Enter the password for all assessments in this course. Select Save after password entry.



6. Repeat steps 2 - 5 for each course in need of a password at the course level.

