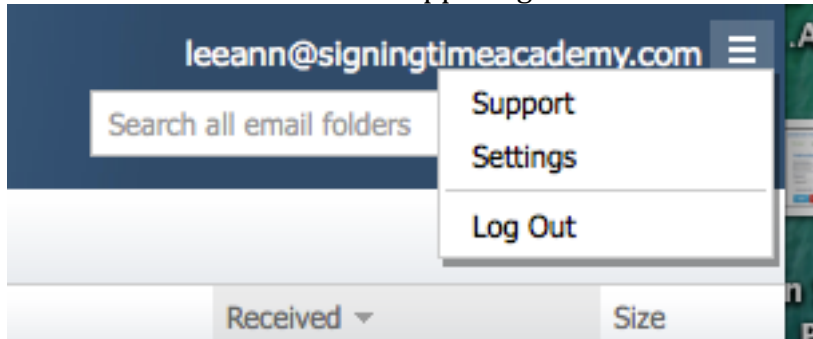
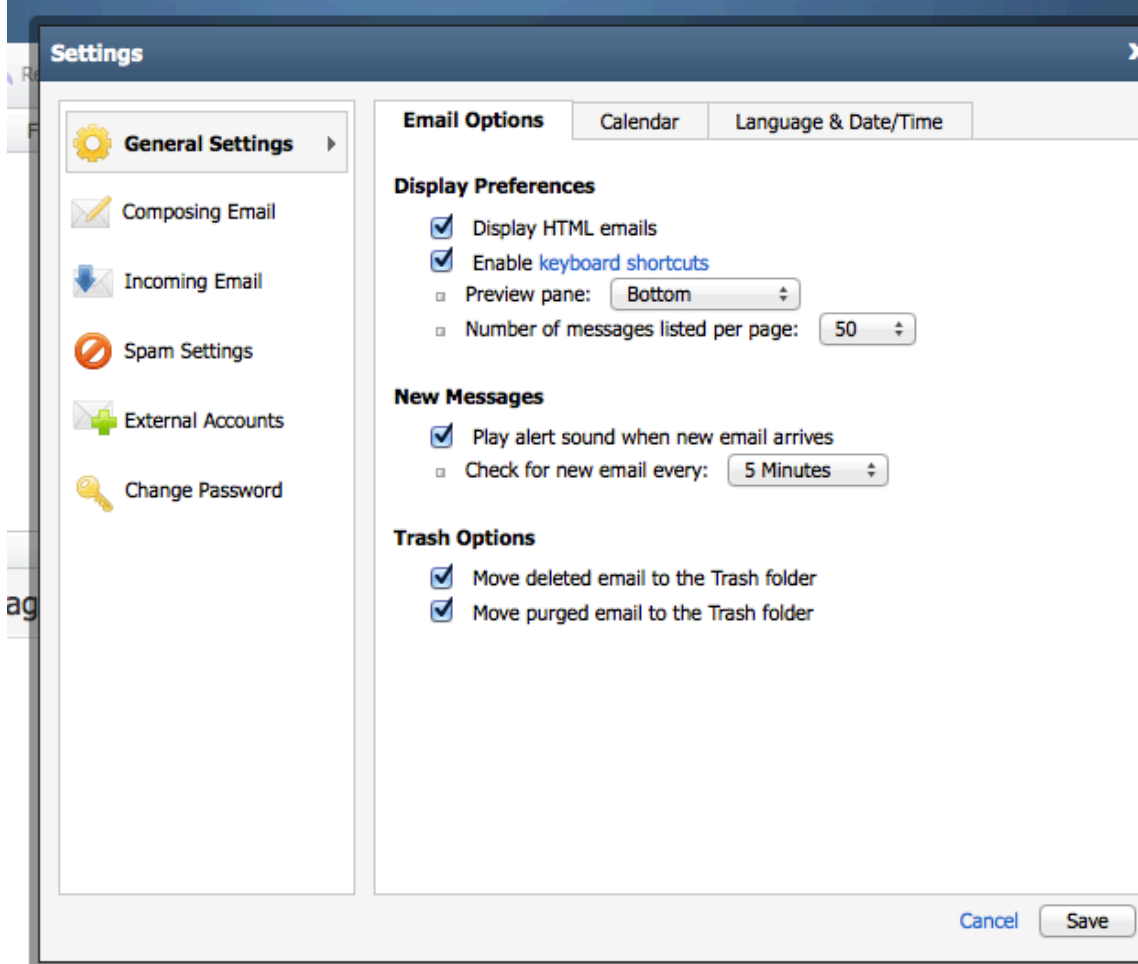


Change Academy Webmail Password

1. Login to mail.signingtimeacademy.com with your Academy email and the password “instructor”.
2. Click on the three bars in the upper right hand corner.



3. Click on “Settings”.



4. Click on “Change Password”

Display HTML emails

Change Password X

Change your password regularly as a best security practice. [View Password Requirements](#)

Current Password

New Password

Confirm New Password

[Cancel](#)

5. Enter Current Password “instructor” and the New Password then confirm the new password and save.