



Quick Guide –
Change Password
June 2022

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1.1. CHANGE PASSWORD

Password is set at account creation. Upon first login, advisors are encouraged to change and personalize their password information.

The password criteria include at least:

- 8 characters
- 1 digit or special character
- 1 upper case letter
- 1 lower case letter

The password can be changed from the login page as well as from the profile.

The screenshot shows the ADX user interface. At the top, there is a navigation bar with links for 'Partners', 'Clients', and 'Resources'. A search bar is present with the text 'Cruise ID, ADX Ref, PNR, or Invoice #'. The user's name 'Anna Kulej' is displayed in the top right corner. Below the navigation bar, a blue banner reads 'Welcome Anna! Use the following tiles to update any aspect of your ADX profile.' Below this banner, there are four tiles: 'Communication Profile', 'Access Sharing', 'Set Preferences', and 'Change Password'. The 'Change Password' tile is highlighted in green. Below the tiles, the 'Change Password' section is expanded, showing the password criteria: 'Password must be at least 8 characters in length and include: One upper case letter, One lower case letter, One digit or special character'. There are three input fields labeled 'CURRENT PASSWORD', 'NEW PASSWORD', and 'REPEAT PASSWORD'. At the bottom of the form, there are two buttons: 'Change Password' and 'Cancel'.

ADX Partners Clients Resources

Bookings Cruise ID, ADX Ref, PNR, or Invoice # Anna Kulej

Welcome Anna! Use the following tiles to update any aspect of your ADX profile.

Communication Profile
Control the appearance and contents of emails and documents.

Access Sharing
Share access to your bookings with other ADX users.

Set Preferences
Customize default values for certain fields within ADX.

Change Password
Change your password at anytime to ensure your account is secure.

Change Password

Password must be **at least 8 characters** in length and include:

- One upper case letter
- One lower case letter
- One digit or special character

CURRENT PASSWORD

NEW PASSWORD

REPEAT PASSWORD

Change Password Cancel

From the login page:



From the advisor profile:

ADX Partners Clients Resources Bookings Cruise ID, ADX Ref, PNR, or Invoice # Anna Kulej

Welcome Anna! Use the following tiles to update any aspect of your ADX profile.

- Communication Profile**
Control the appearance and contents of emails and documents.
- Access Sharing**
Share access to your bookings with other ADX users.
- Set Preferences**
Customize default values for certain fields within ADX.
- Change Password**
Change your password at anytime to ensure your account is secure.

Change Password

Password must be **at least 8 characters** in length and include:

- One upper case letter
- One lower case letter
- One digit or special character

CURRENT PASSWORD	<input type="password"/>
NEW PASSWORD	<input type="password"/>
REPEAT PASSWORD	<input type="password"/>

Change Password Cancel