

Changing Your Password in Settings

06/25/2026 2:02 pm EDT

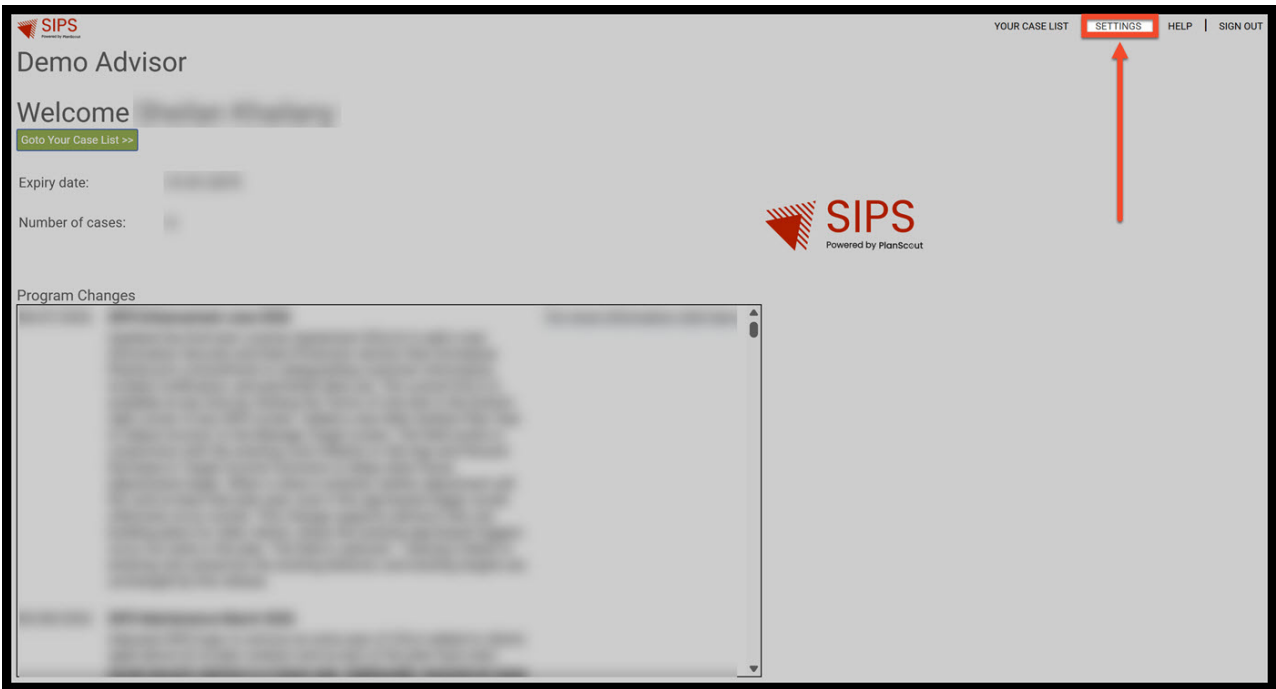
SIPS gives you two ways to change your password: through the login page or through the Settings option while you are logged in. If you already have access to your account and want to update your password, the Settings option is the quickest route. Below are the steps to reset your password through the Settings option.

Related Sections and Articles: [Getting Started](#), [Resetting Your Password from the Login Page](#)

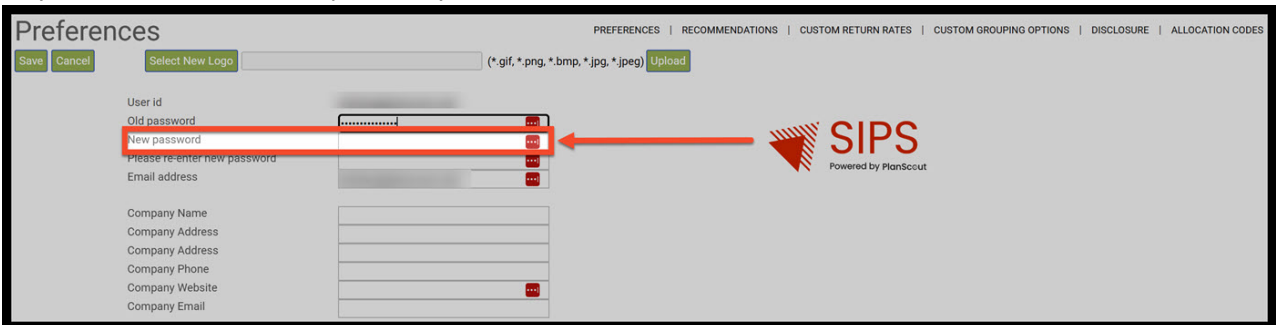
Step 1: Login: Log in to SIPS if you have not already done so.



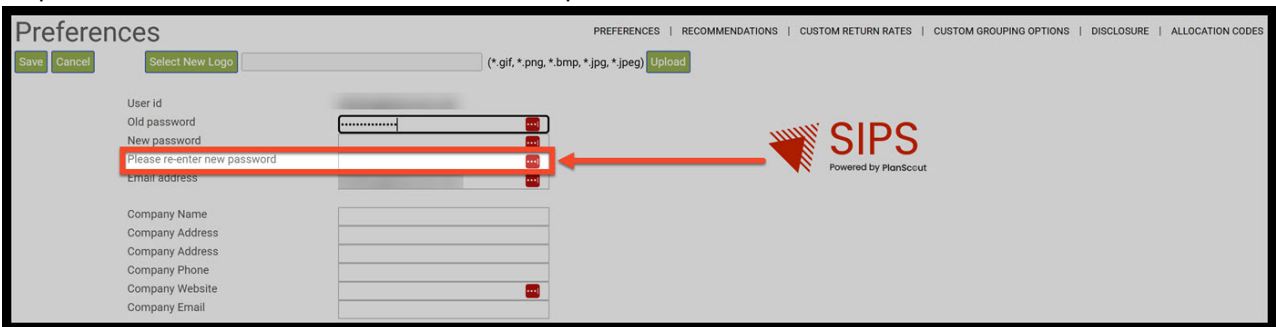
Step 2: Settings: Click on the Settings header that is located in the upper right-hand side of the screen.



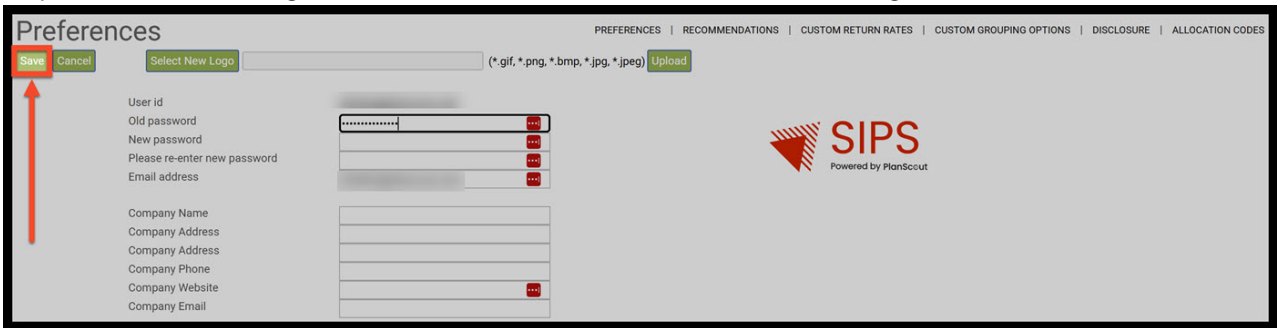
Step 3: New Password: Enter your new password.



Step 4: Re-enter New Password: Re-enter the new password.

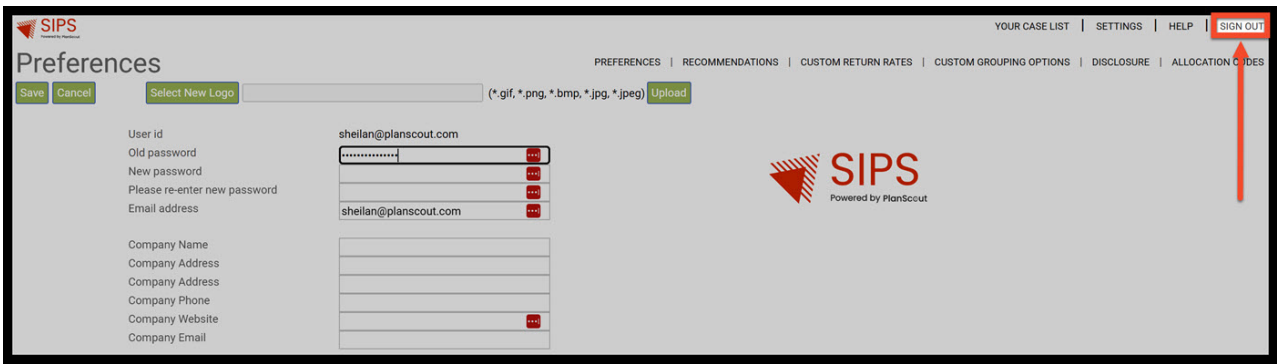


Step 5: Save: Click on the green Save button underneath the Preferences heading.



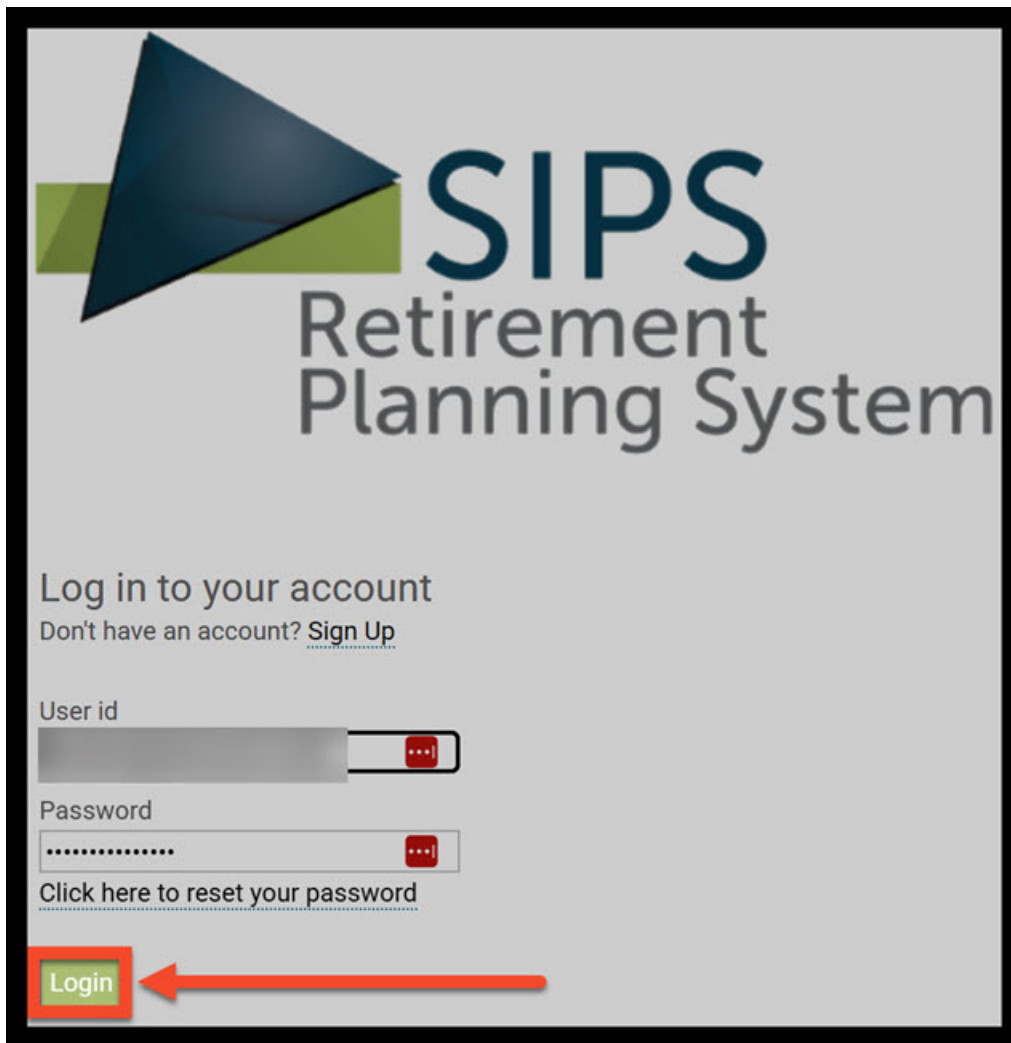
The screenshot shows the 'Preferences' page in the SIPS application. At the top, there are navigation links: 'PREFERENCES | RECOMMENDATIONS | CUSTOM RETURN RATES | CUSTOM GROUPING OPTIONS | DISCLOSURE | ALLOCATION CODES'. Below these are buttons for 'Save' (highlighted with a red box and an upward-pointing red arrow), 'Cancel', and 'Select New Logo' followed by a file input field with the format hint '(*.gif, *.png, *.bmp, *.jpg, *.jpeg)' and an 'Upload' button. The main form contains several fields: 'User id' (text), 'Old password' (password field with a red eye icon), 'New password' (password field with a red eye icon), 'Please re-enter new password' (password field with a red eye icon), 'Email address' (text field with a red eye icon), 'Company Name' (text), 'Company Address' (text), 'Company Address' (text), 'Company Phone' (text), 'Company Website' (text with a red eye icon), and 'Company Email' (text). On the right side, there is the SIPS logo with the text 'Powered by Planscout'.

Step 6: Sign Out: To test the new password, click on the Sign Out heading that is located in the upper right-hand side of the screen.

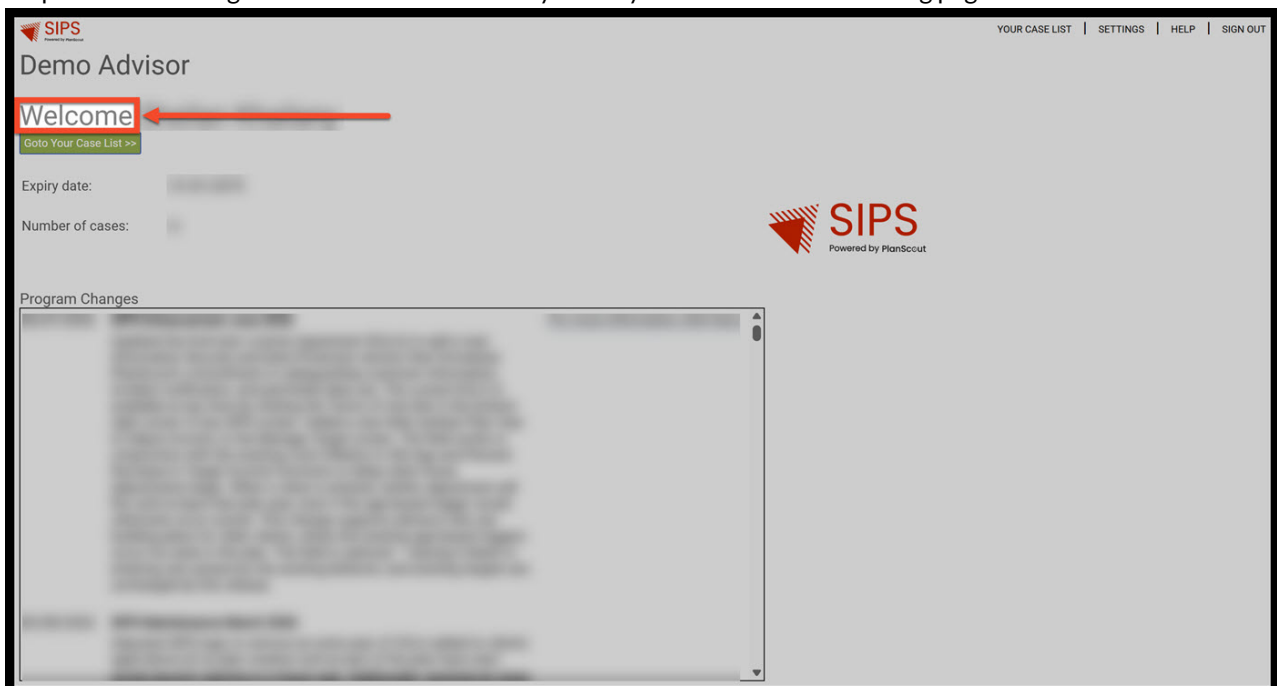


This screenshot is identical to the previous one, but with the 'SIGN OUT' button in the top right corner highlighted with a red box and an upward-pointing red arrow. The form fields are now populated: 'User id' is 'sheilan@planscout.com', 'Email address' is 'sheilan@planscout.com', and the password fields contain masked characters. The SIPS logo and navigation links remain the same.

Step 7: Log In: Enter your user ID and new password, then click the green Login button to log in.



Step 8: Welcome Page: SIPS should automatically direct you to the welcome landing page.



If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at:support@planscout.com
