How to Update a Stored User Name and Password in your Web Browser

When you log in with your user name and password to Natural Insight (my.naturalinsight.com) for the first time,
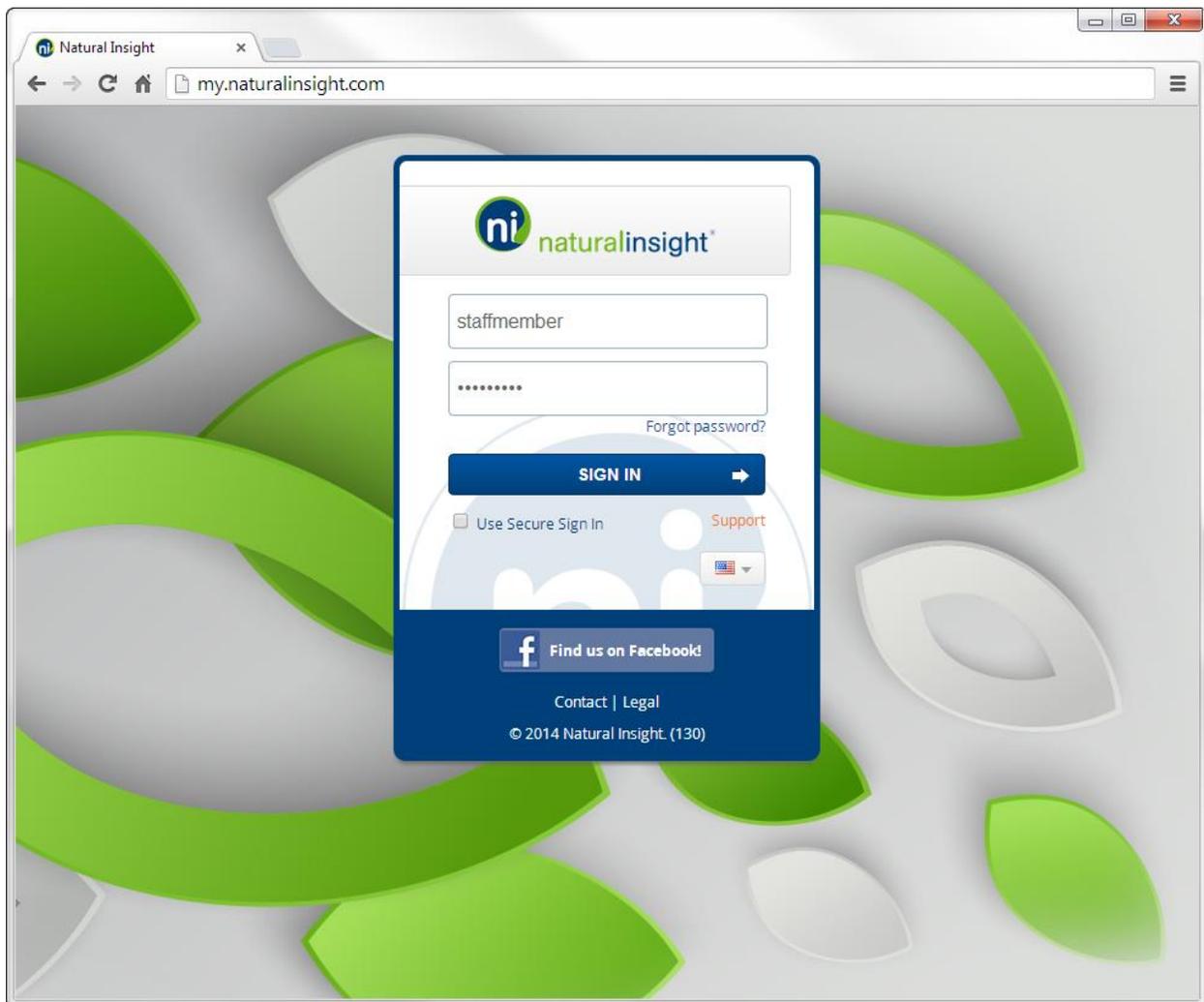
*Figure 1: Screenshot of the Natural Insight login page within the Mozilla Firefox web browser with the user name "staffmember" in the **User Name** text field*

upon clicking the **SIGN IN** [SIGN IN →] button, your web browser may display a dialog box that looks like this:
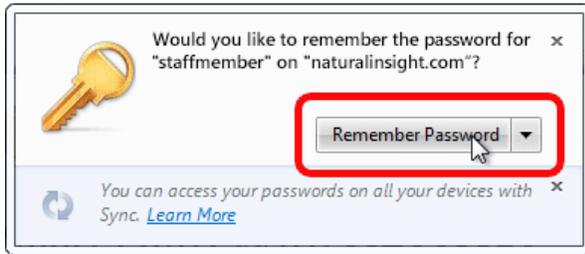
*Figure 2: **Remember Password** dialog box in **Mozilla Firefox**. The dialog box in Google Chrome and other web browsers will look slightly different.*

If you click the **Remember Password** button then the next time you visit my.naturalinsight.com, your web browser will pre-populate your password in the *Password* text field when you enter your user name in the *User Name* text field of the login page.

If you change your username and/or password in Natural Insight, then the next time that you log in to my.naturalinsight.com, you must do the following:

1. Click on the *User Name* text field, select the pre-populated user name and delete.

2. Enter your new user name in the *User Name* text field.

3. Click on the *Password* text field, select the pre-populated password and delete.

4. Enter your new password in the *Password* text field.

5. Your web browser – in this case, Mozilla Firefox – may bring up the same **Remember Password** dialog box asking if you want to save the password for the user name you used:
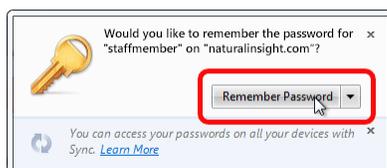
6. Click the **Remember Password** button if you wish your new Natural Insight user name and password to be stored within your web browser (in this example, Mozilla Firefox).

Notes

- Each web browser will use different dialog boxes to guide you through this process. If you need additional help, please call or email Natural Insight Support.

- Although the ability to store your Natural Insight user name and password in your web browser is convenient, we do <u>not</u> recommend using any type of pre-population of your user name and/or password – either through the web browser itself or through any type of third party browser extension. If you are using a shared computer, it is never recommended to save your Natural Insight user name and password within a web browser due to security reasons.

- To have your web browser – in this case, Mozilla Firefox – **<u>NOT</u>** remember your user name and password combination, close out of the **Remember Password** dialog box by clicking on the x in the upper right hand corner.