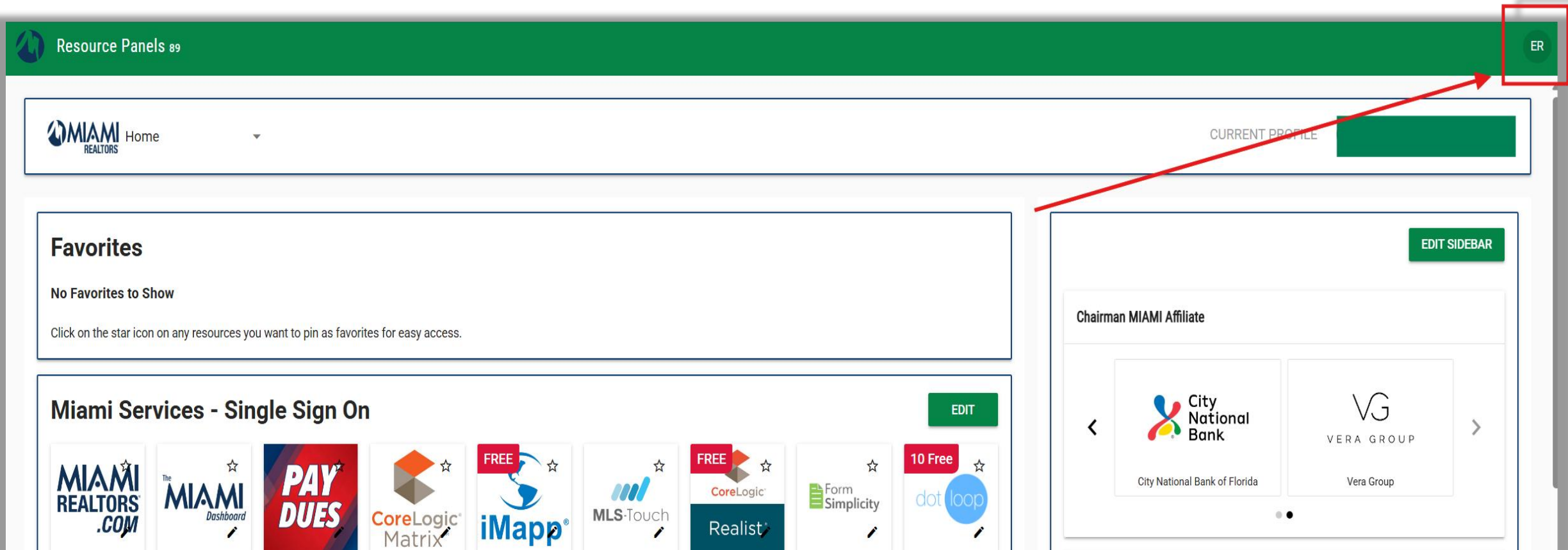# How to Update Password Logged Into Your MIAMI Gateway Dashboard

1. At the top right of the screen, on the green bar, click the circle displaying either your profile picture or your initials

2. Next select **"My Account"**

3. Under **"Account & Password"** input the new password you would like in the field that displays **"Password"**

My Settings

Account & Password

Contact Info

Headshot & Photos

Links & Social

Roster Details

Email Signature

Addresses

Dates

Facts

Resources

Pets

Related Contacts

Emergency Contact

Custom Member Data

Testimonials

Alerts

Insights

ID

UID

Created

Updated

Account & Password

Email*

Password

Role*

Website*
Miami REALTORS®

☑ Display on web?

Manage Passkeys ⓘ

Passkeys ➕

	Label	Last Used	Actions
☐			
		No data available.	

Rows per page: 10 ▾ — ‹ ›

4. Lastly select **"Update"**

Account & Password

Contact Info

Headshot & Photos

Links & Social

Roster Details

Email Signature

Addresses

Dates

Facts

Resources

Pets

Related Contacts

Emergency Contact

Custom Member Data

Testimonials

Alerts

ID

UID

Created

Updated

Account & Password

Email*

Password

Role*

Website*
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Manage Passkeys ⓘ

Passkeys ⊕

☐	Label	Last Used	Actions
		No data available.	

Rows per page: 10 ▾   —   ‹   ›

UPDATE

5. Once completed a green box displaying **"Successfully updated"** will appear at the bottom left of your window as confirmation