**How to Manage Your ALECS Profile**

A guide to changing:

* Email
* Password
* Security Questions

Log into your account at: alecs.occc.texas.gov

1. Click on “Manage Profile”.



**For email, see #4. For security questions, see #5.**

1. For a password change
2. click on “Change Password”
3. Enter the passwords as prompted on the screen
4. Click “Update”.



4. For an email change:

a. Click on “Manage Profile”

b. Click on “Change Email”.

c. Enter the emails as prompted and then click “Update”.



5. For security question changes:

a. Click on “Manage Profile”

b. Click on “Change Security Questions”.

c. Enter the new answers as prompted and then click “Update”.

