

Update your Password in Matrix:

Click the Input Tab then click Edit existing Agent Roster

The screenshot shows the top navigation bar of the Matrix website with the 'Input' tab highlighted in yellow. Below the navigation bar, the 'Input' section is visible, containing a 'Listings' subsection with links for 'Add new' and 'Edit existing' listings, and an 'Agent and Office' subsection with links for 'Add new' and 'Edit existing' agent and office rosters. A red circle with the number '1' is placed over the 'Input' tab in the navigation bar, and a red circle with the number '2' is placed over the 'Edit existing' link in the 'Agent and Office' subsection.

Input your User Name then click Modify

The screenshot shows the 'Modify Agent' form. At the top, there is a header 'Modify Agent' and a sub-header 'Use this page to modify an existing record.'. Below this, there is a text input field for 'Agent ID to modify:' containing the value 'kelleyppa'. To the right of this field are 'Modify' and 'Cancel' buttons. A red circle with the number '3' is placed over the 'Agent ID to modify:' field, and a red circle with the number '4' is placed over the 'Modify' button. Below the input field is a section titled 'Agent - Input Search' with several input fields: 'Agent ID', 'First Name', 'Last Name', and 'Office MLS ID'. Each of these fields has a red circle with a question mark icon to its left. There is also a radio button labeled 'Not' below the 'Office MLS ID' field. At the bottom of the form, there are 'Cancel' and 'Search' buttons.

Click Edit Password

The screenshot shows the 'Modify Agent' form with a table of agent information. The table has columns for 'Agent ID', 'First Name', 'Last Name', and 'Office MLS ID'. The first row contains the values 'KELLEYPa', 'Kelley', 'Patrick', and '385'. Below the table is a 'Select Form' section with two links: 'Agent Information' and 'Edit Password'. The 'Edit Password' link is highlighted in yellow, and a red circle with the number '5' is placed over it. Below the 'Select Form' section is an 'Other Options' section with two links: 'Manage Photos' and 'Show Input Audit'. At the bottom of the form, there is a 'Cancel' button.

Enter your new password then click Submit Agent

The screenshot shows the 'Edit Password' form. At the top, there is a header 'Edit Password' and a sub-header 'Form for Agents to edit their own password.'. Below this is a section titled 'Update Agent Password' with a table of agent information. The table has columns for 'Agent MLSID', 'Agent Name', and 'Agent Office'. The first row contains the values 'KELLEYPa', 'Patrick Kelley', and '385'. Below the table is a 'Password' section with a text input field containing the value 'new password'. To the right of this field is a red circle with the number '6'. At the bottom of the form, there are two buttons: 'Cancel Input' and 'Submit Agent'. The 'Submit Agent' button is highlighted in yellow, and a red circle with the number '7' is placed over it.