

How To Change Your Password

You can update your password anytime through the online licensing system. If you don't have an account yet, you'll need to create one first. A separate guide titled **“How to Create a New Account”** is available at the top of the licensing system webpage.

Step 1: Log into Your Account

Go to the online licensing system:

 <https://vo.licensing.hpc.texas.gov/datamart/login.do>

Enter your login credentials to access your dashboard.



Welcome to the Online Licensing System | [FAQ](#) | [Public Search](#) | [Contact Us](#)

Returning User
* * are required.
*User ID:
*Password:
[Forgot password?](#)
[Forgot user ID?](#)

New User
[Begin Here For Sign-up](#)
New Users (those who have not applied or renewed online since June 2011) must create an online account to use the Online Licensing System. Opening a second account will not delete the first account.

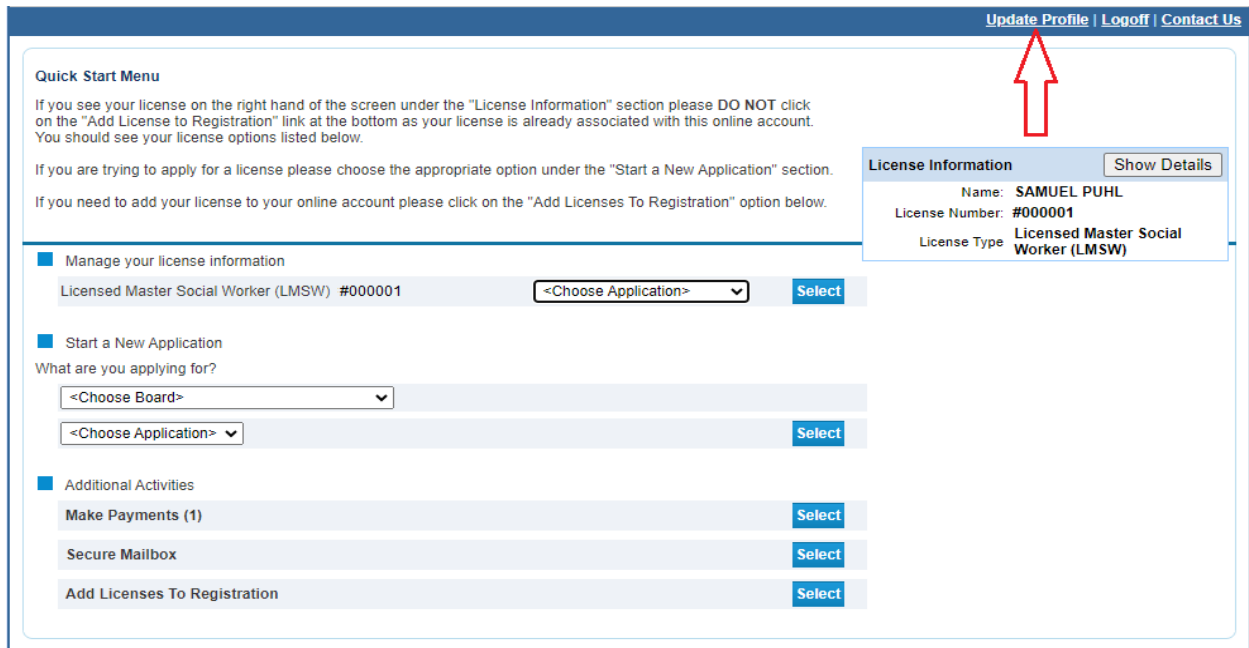
Public Search
It is not necessary to register or login to view or search for a license or registration. To search by name, license number, license type, city, or county click on the "Public Search" link above.

Sign-up and manage your licenses
Apply for New License: To apply for an initial license, please sign up using the link to the left. If you have previously registered using this system, it is not necessary to create another user registration to apply for a new license.
Renew or Maintain Your License: To renew and/or maintain an existing license, please login with your existing user ID and password, or click on the link to the left to register as a new user.
Maintenance Window: Click [here](#) to see our upcoming maintenance schedule

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Step 2: Access Your Profile

In the upper right-hand corner of the screen, click **“Update Profile.”**



The screenshot shows a user interface for managing a profile. At the top right, there is a navigation bar with links for [Update Profile](#), [Logout](#), and [Contact Us](#). A red arrow points to the [Update Profile](#) link. Below the navigation bar is a **Quick Start Menu** with instructions and a list of actions. On the right side, there is a **License Information** section with a [Show Details](#) button. The license information includes: Name: SAMUEL PUHL, License Number: #000001, and License Type: Licensed Master Social Worker (LMSW). The **Quick Start Menu** contains three main sections: **Manage your license information** (with a button for 'Licensed Master Social Worker (LMSW) #000001' and a '<Choose Application>' dropdown), **Start a New Application** (with a 'What are you applying for?' section containing a '<Choose Board>' dropdown and a '<Choose Application>' dropdown), and **Additional Activities** (with buttons for 'Make Payments (1)', 'Secure Mailbox', and 'Add Licenses To Registration').

[Update Profile](#) | [Logout](#) | [Contact Us](#)

Quick Start Menu

If you see your license on the right hand of the screen under the "License Information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

License Information [Show Details](#)

Name: **SAMUEL PUHL**
License Number: **#000001**
License Type: **Licensed Master Social Worker (LMSW)**

Manage your license information

Licensed Master Social Worker (LMSW) #000001

Start a New Application

What are you applying for?

Additional Activities


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Step 3: Edit Your Password

Locate the row labeled **“Password”** and click the **“Edit”** button.

View User Profile

Updates/Changes to your name will not update your agency records. To change your name, you will need to contact your agency directly.
Press "Add Licenses" to add licenses to this registration.
Press "Edit" to edit a section.
Press "Retire" to retire this user account.
Press "Back" to go to the main menu.

Personal Information 

First Name:	Samuel
Second Name:	
Last Name:	Puhl
Email:	sampuhl@netscape.com
User ID:	SPUHL

Password

Password:	*****	Edit
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Secret Question and Answer

Secret Question:	Edit
------------------	----------------------

Third Party Payments

Payer Number	3946655	
Accept Payment Requests	No	(what's this?) Turn On

[Add Licenses](#) [Back](#)

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Step 4: Enter New Password

- First, enter your **current password**.
- Then type in your **new password**.
- Re-enter the new password in the **“Confirm Password”** field to verify accuracy.
- Click **“Save.”**

Change Password

Enter your new password and press "Save".

Your new password must contain the following:

- a minimum of (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least (1) uppercase alphabetic character
- must contain at least (1) lowercase alphabetic character
- must contain at least (1) numeric character
- must contain at least (1) special character

Press "Cancel" to keep your old password.

* Old Password:

* New Password:

* Confirm Password:

If there is an issue (such as not meeting complexity requirements), an error message will appear explaining what needs to be fixed.

Your information could not be submitted due to the following error:

Error

- Confirm password must be same as new password.

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Step 5: Confirmation

Once your new password is accepted:

- You will be returned to the **View Profile** screen.
- Your password has now been updated.
- Use the **new password** the next time you log in.

View User Profile

Updates/Changes to your name will not update your agency records. To change your name, you will need to contact your agency directly.
Press "Add Licenses" to add licenses to this registration.
Press "Edit" to edit a section.
Press "Retire" to retire this user account.
Press "Back" to go to the main menu.

Personal Information ⓘ

First Name:	Samuel
Second Name:	
Last Name:	Puhl
Email:	sampuhl@netscape.com
User ID:	SPUHL

Password

Password:	*****	Edit
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Secret Question and Answer

Secret Question:		Edit
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Third Party Payments

Payer Number	3946655	
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