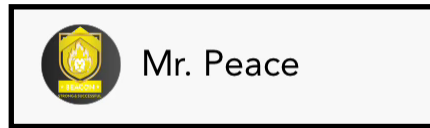


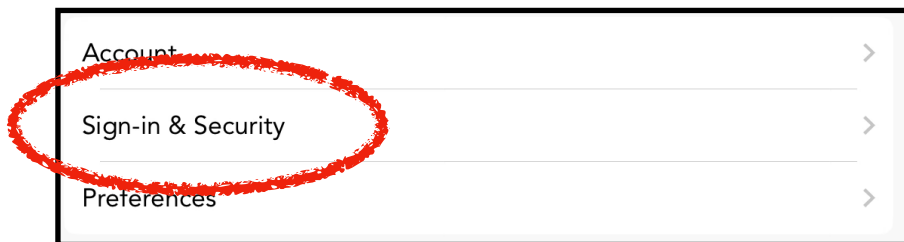
How to make a copy of documents stored in Showbie or on your iPad

Copy documents stored in Showbie

1. Open up the Showbie App
2. Click on your name (bottom left of the screen)



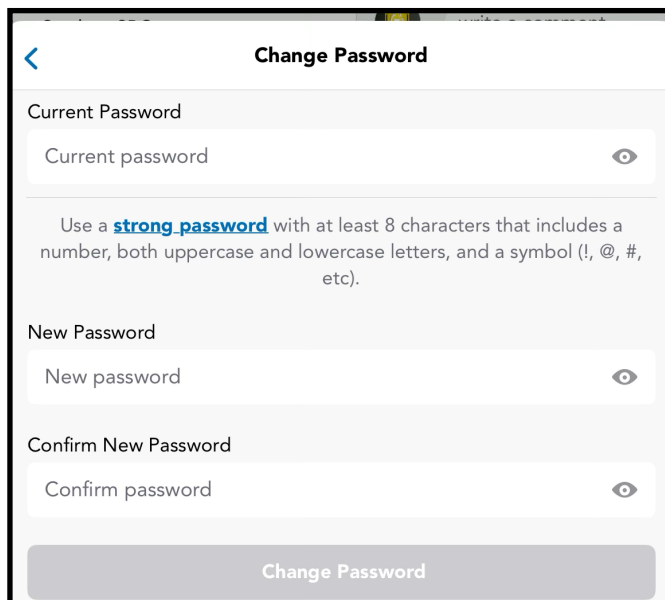
3. Select Sign-in and Security



4. Select Change Password



5. Complete each of the options which appear and click change password (Some users may get an additional box asking them to create a new username at this point depending on how their account was set up.)



6. You now have two years from when you leave to make copies of the files you want to keep. Click this [link](#) to find out how to do this. You don't need your iPad to do this. You can access your Showbie account from any internet enabled device by visiting showbie.com

Copy files from your iPad - Click [here](#)