

## Quick Overview

# Changing Password

If you are a first time user, we strongly recommend changing your password before using the system.

1. To change your password, mouse-over the **Setup** tab on the **Menu Bar** and select **Change Password** from the menu.



Figure 1.1 Accessing the 'Change Password' menu

2. Once the **Change Password Data** page has loaded enter your **Current Password** and **New Password** information. Confirm your new password by re-typing it into the **Re-type New Password** field.
3. To save your new password, click the **Confirm** button. The next time you log on to the system, you will need to enter your new password.

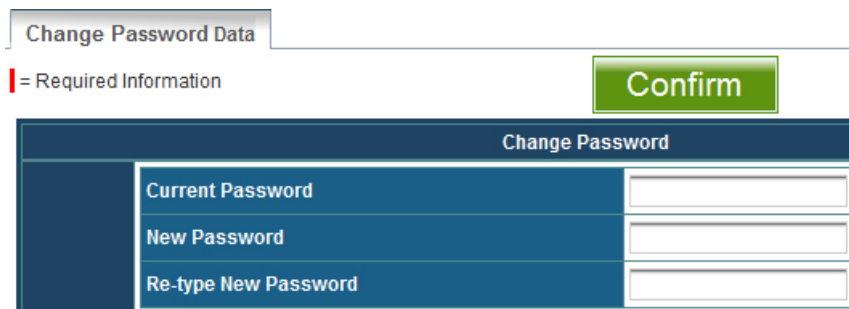
A screenshot of a web form titled "Change Password Data". At the top left, there is a tab labeled "Change Password Data". Below the tab, there is a legend: a red vertical bar followed by "= Required Information". To the right of the legend is a green button labeled "Confirm". Below the legend and button is a table with three rows and two columns. The first column contains labels: "Current Password", "New Password", and "Re-type New Password". The second column contains three empty text input fields. The table has a dark blue header with the text "Change Password".

Figure 1.2 Change Password Data page