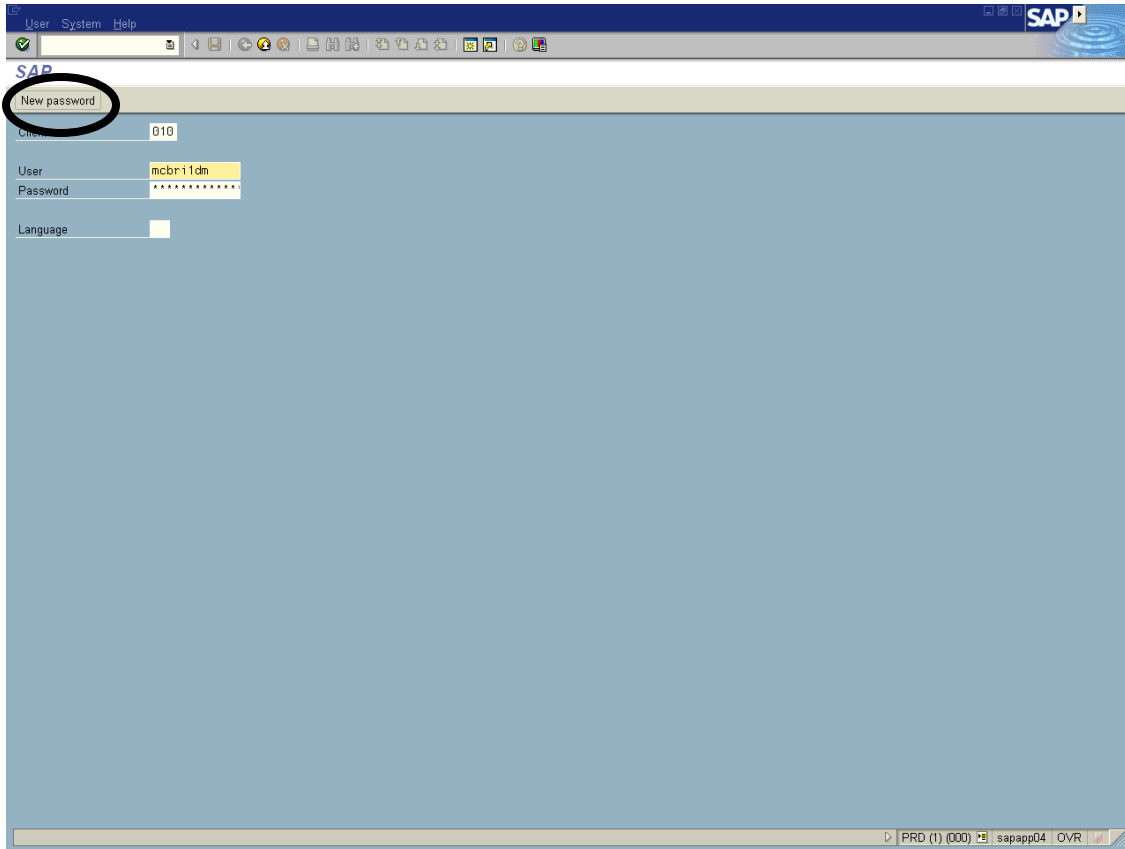


Changing Your Password

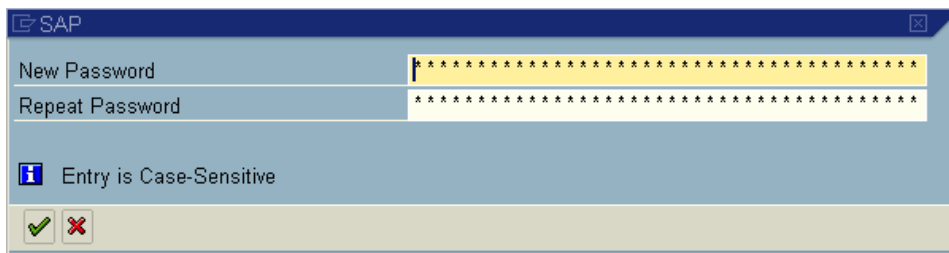
Passwords are required to be reset after a set amount of days. If you would like to change your password before it expires, it is very easy to do.

After double clicking on the login screen:

1. Enter in your User Id.
2. Enter in your Password. (do not press enter)
3. Click the New password button.



You will be presented with the following screen:



Once you enter in your passwords, click the green check. *Note – all of the same password rules apply.