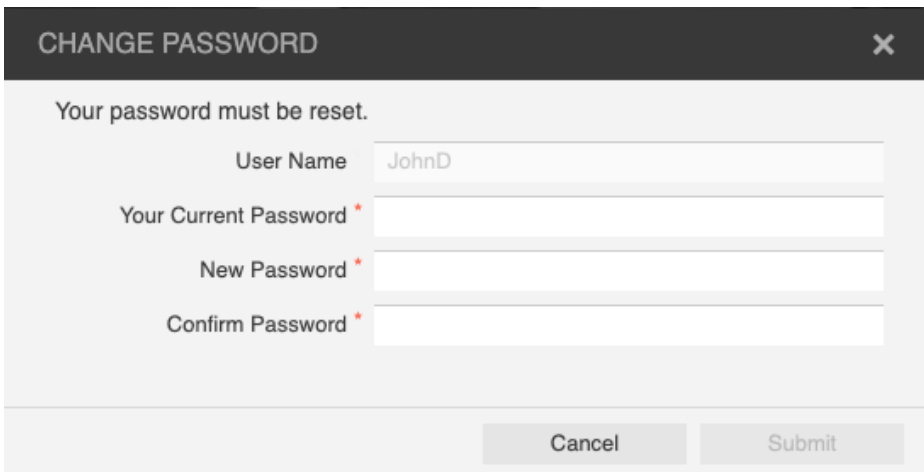


Changing a password

New and forgotten password users are required to reset their password during first login attempt. You will be prompted by **Change Password** dialog to reset your password.

1. Type the required fields and click **Submit**.



A screenshot of a 'CHANGE PASSWORD' dialog box. The dialog has a dark header bar with the title 'CHANGE PASSWORD' and a close button (X). Below the header, the text 'Your password must be reset.' is displayed. The form contains four input fields: 'User Name' (pre-filled with 'JohnD'), 'Your Current Password *', 'New Password *', and 'Confirm Password *'. The asterisks indicate required fields. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

2. Type your user name and new password from the main login page.
3. Click **Login**.