Changing Passwords

Step	Action
1.	Click the **NavBar** button.
2.	Click the **Navigator** button.
3.	Click the **Change My Password** link. **Change My Password**
4.	The **Change Password** page displays. Use this page to change your password. In this example, your current password is: password1. You will change this password to password2. Begin by entering your current password in the **Current Password** field. The system will generate an error message if the value you enter in the **Current Password** field does not match the password that is stored in the system. This validation takes place after you click the **Change Password** button.
5.	Click in the **Current Password** field. *Current Password:
6.	Enter the desired information into the **Current Password** field. Enter a valid value e.g. "**password1**". *Current Password:
7.	Notice, the system masks your password. Next enter your new password in the **New Password** field.
8.	Click in the **New Password** field. *New Password:

Step	Action
9.	Enter the desired information into the **New Password** field. Enter a valid value e.g. "******".
	*New Password:
10.	Notice, your new password is masked. The system automatically masks passwords.

Next re-enter your new password in the **Confirm Password** field.

The passwords you enter in the **New Password** and **Confirm Password** fields must match exactly. If they do not match exactly, re-enter values in both fields taking care that you enter the same value in both fields. The system generates an error message after you click the **Change Password** button if the values in these two fields do not match. |
| 11. | Error Message |
| 12. | Click in the **Confirm Password** field.

*Confirm Password: |
| 13. | Enter the desired information into the **Confirm Password** field. Enter a valid value e.g. "******".

*Confirm Password: |
| 14. | Click the **Change Password** button.

Change Password |
| 15. | Click the **OK** button.

OK |
| 16. | Click the **Home** link.

Home |
| 17. | **End of Procedure.** |