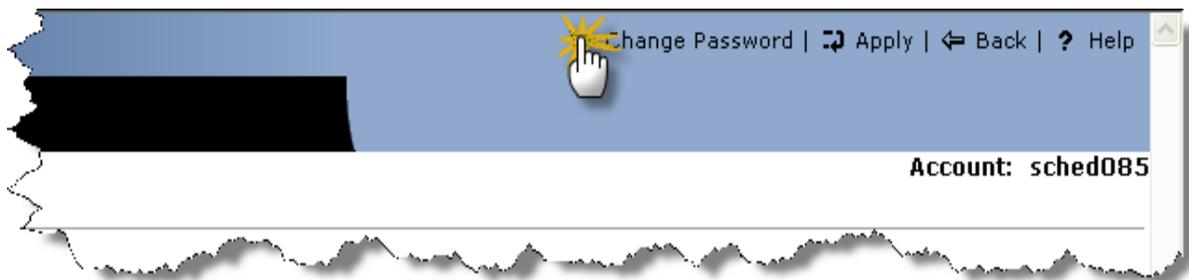


## Changing your Password

The customer accesses the Change Password screen by clicking on the Preferences button under the Personalize header on the right side of the screen. This will display the Preferences page, illustrated below.

In the upper right corner of the Preferences screen is an option to change your password. Click on the Change Password link.



The change password screen below will appear:

A screenshot of the "Change Password" screen. The page title is "Enterprise Reporting Help Desk: (360) 664-7791". The form is titled "Change Password" and includes a section for "New Account Information". The form fields are: "User Name:" (containing "sched105"), "Old Password:", "New Password:", and "Confirm New Password:". A "Submit" button is located below the form. A red error message is displayed on the right side of the form: "Password Expired" followed by two bullet points: "• Your account password has expired." and "• Please update your password now."

- Enter your User Name in the Old Password Box
- Enter a new password in the "New Password" box and the "Confirm New Password" box. The new password must be entered the same in the "New Password" box and the "Confirm New Password" box. Follow hardened password criteria.
- Then click Submit