

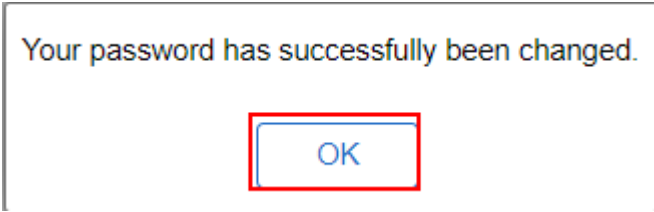




## Resetting an Expired Password

Step	Action
1.	The user should log into Teamworks by entering their information into the <b>User ID</b> and <b>Password</b> fields.
2.	<p>Once a user signs in, if a password is set to expire, a page will display giving the user the option to change now or at a later time.</p> <p><b>Note:</b> If the password has already expired, users will be prompted to change the password immediately.</p> <p>Click <b>Yes</b>.</p> 
3.	<p>Once the user clicks <b>Yes</b> to change the password, the <b>Change Password</b> page displays. The user must now enter the appropriate information into the <b>Current Password</b>, <b>New Password</b>, and <b>Confirm Password</b> fields.</p> <p>For this example, the passwords have been entered for you.</p> <p><b>Note:</b> Users can change passwords at any time unprompted by navigating directly: Main Menu &gt; Change Password.</p> <p>Click the <b>Change Password</b> button.</p> 
4.	<p>A confirmation page displays informing that the password reset is successful. The new password is available for use.</p> <p>Click the <b>OK</b> button.</p> 
5.	Once the user clicks <b>OK</b> , the page defaults back to the Change Password page.

Step	Action
6.	<p>The user must now click on the <b>Home</b> button located in the top right corner of the page or the three dots located next to the Home button in order to sign out.</p> <p>Click the <b>Home</b> link.</p>  <p>The image shows a dark navigation bar with three icons: a white house icon (Home), three white dots (Menu), and a white circle with a diagonal slash (Sign Out). The house icon is enclosed in a red rectangular box.</p>
7.	<p>The user is now taken to the Home page.</p> <p>Click the <b>Sign Out</b> link.</p>  <p>The image shows a light blue button with the text 'Sign Out' in blue. The button is enclosed in a red rectangular box.</p>
8.	<p><b>Congratulations!</b> You have successfully completed <b>Resetting an Expired Password!</b> <b>End of Procedure.</b></p>