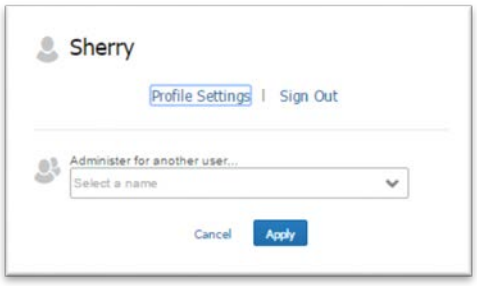
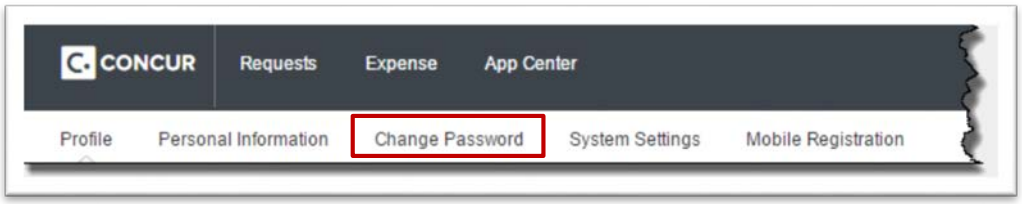
How to Change Your TTE Password

1. Log in to TTE.
2. Click on **Profile.**

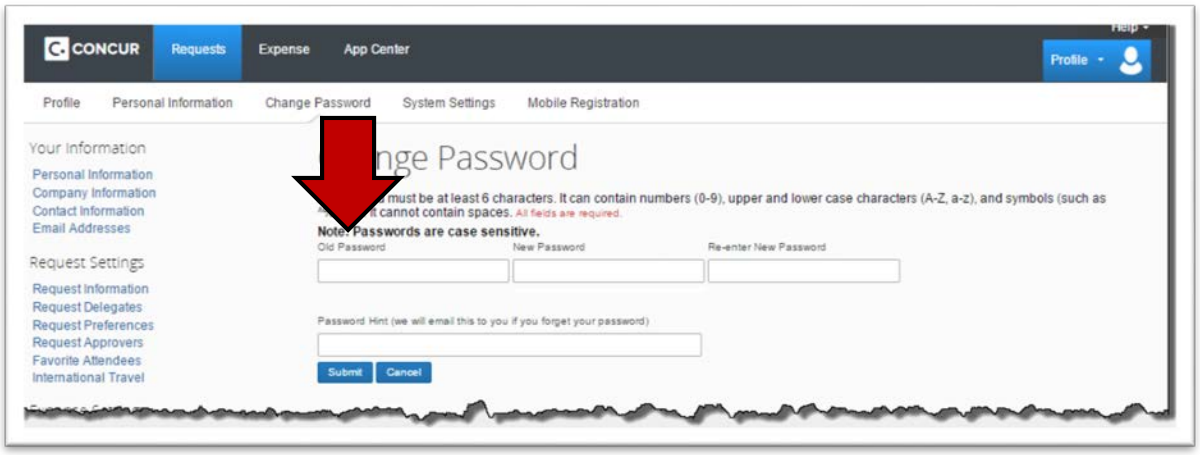
3. Click on *Profile Settings.*



4. Click on **Change Password**.



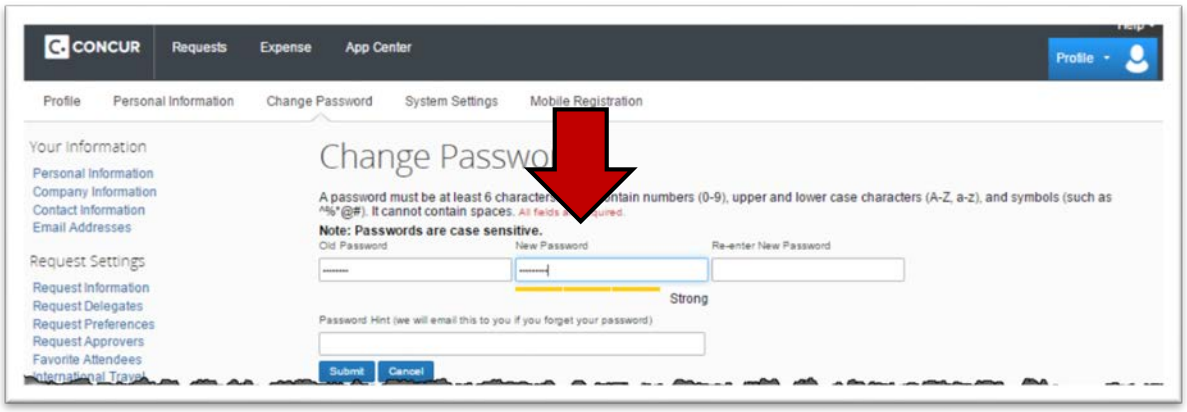
5. Enter your current password in the **Old Password** field.



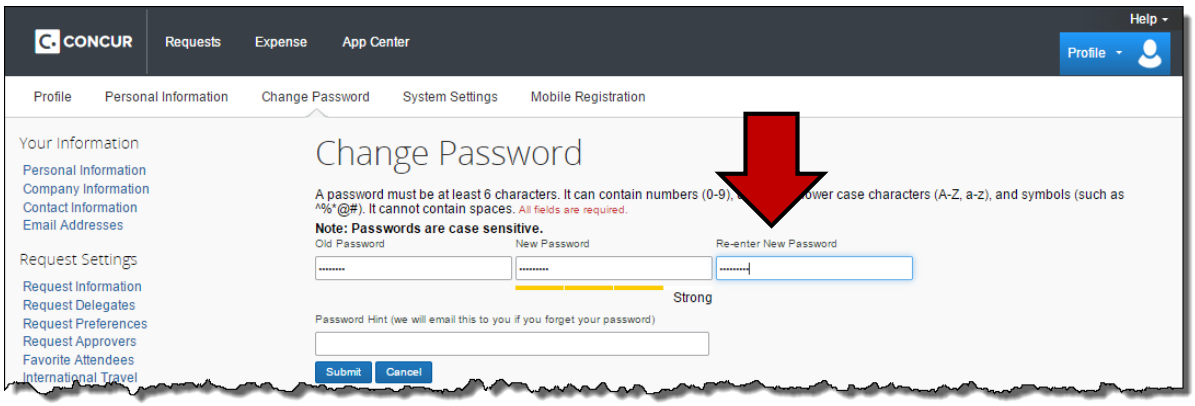
6. Enter your new password in the **New Password** field.

   NOTE: Your password must be at least 7 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^,%,*,@,#, or). You cannot use spaces.

   a. As you enter your password you will see an indicator of the strength (security) of your password.



7. Enter your new password again in the **Re-enter New Password** field.
   a. You must type the password in New Password and Re-enter New Password exactly the same or it will not submit.
   b. You must complete all three fields – Old Password. New Password and Re-enter New Password.

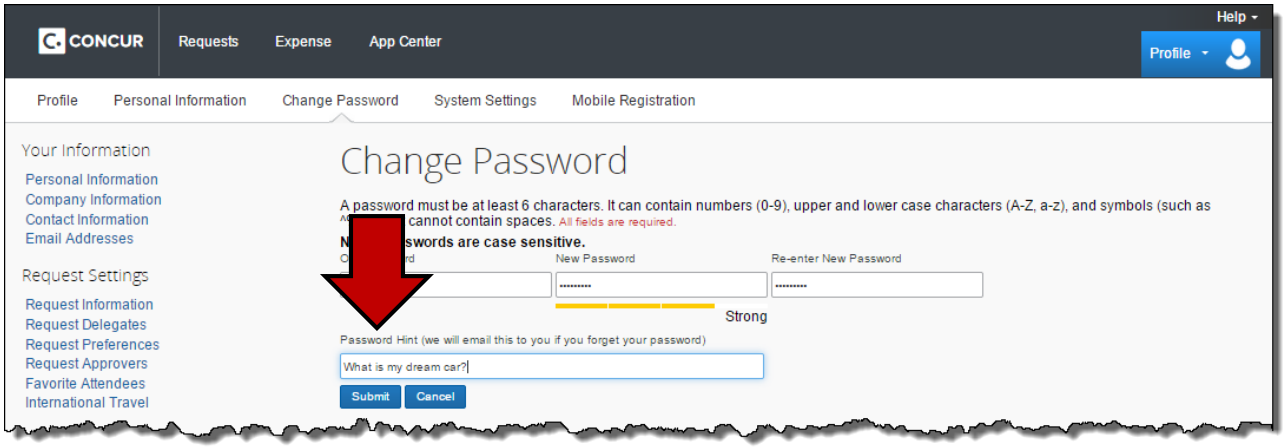


8. If you entered a Password Hint previously you should change it. If you have never entered a Password Hint, it is important to do so now. The Password Hint allows you access to TTE if you forget the password – without calling TTE support. If you do not have a hint and you forget your password, the only remedy is to contact your Agency Local Travel Administrator.

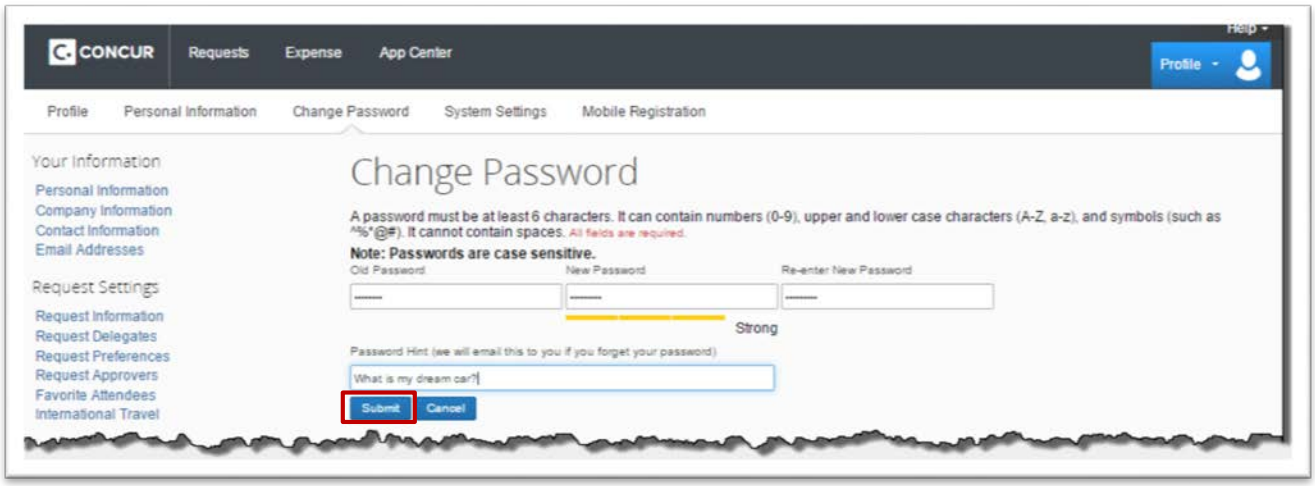
   The Password Hint is <u>not</u> a question to answer. The hint should be something to help you remember your password. For example, if your password is the make and year of your dream car (1965Corvette) you might enter "What is my dream car?"

   The TTE system will automatically email the hint if you select the Forgot Password link on the TTE Login page. The hint will be sent to the email address you have registered in **Profile**, **Email Addresses**.

   Enter the hint in the **Password Hint** field.



9. Click **Submit**. The password change will go into effect immediately.


CONCUR
Requests
Expense
App Center
Profile
Profile
Personal Information
Change Password
System Settings
Mobile Registration
Your Information
Personal Information
Company Information
Contact Information
Email Addresses
Request Settings
Request Information
Request Delegates
Request Preferences
Request Approvers
Favorite Attendees
International Travel
Change Password
A password must be at least 6 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%*@#). It cannot contain spaces. All fields are required.
Note: Passwords are case sensitive.
Old Password
New Password
Re-enter New Password
Strong
Password Hint (we will email this to you if you forget your password)
What is my dream car?
Submit
Cancel