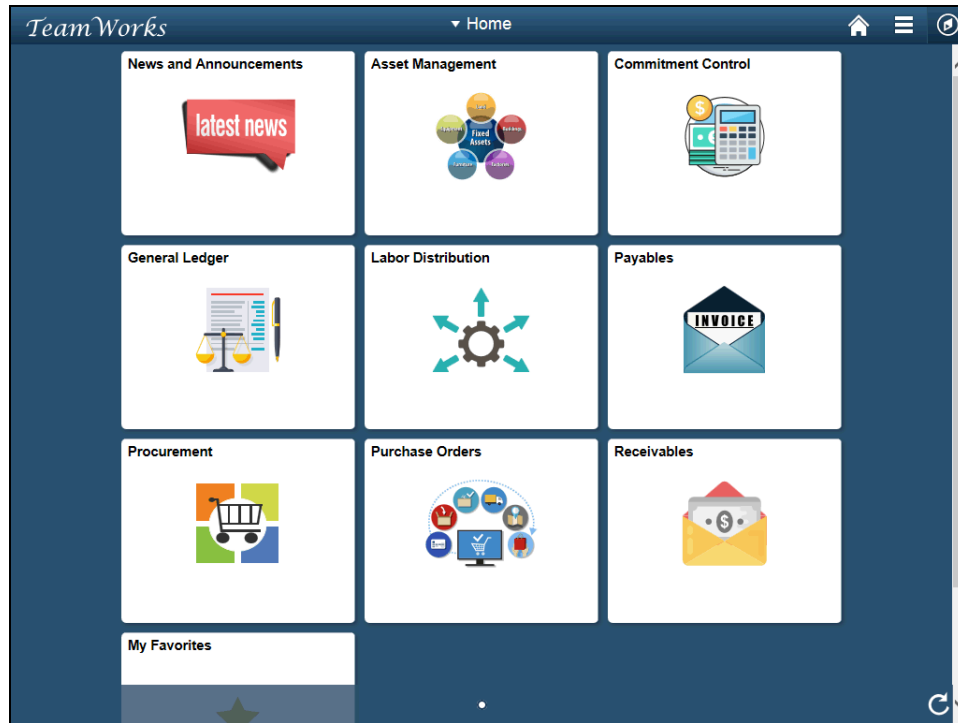

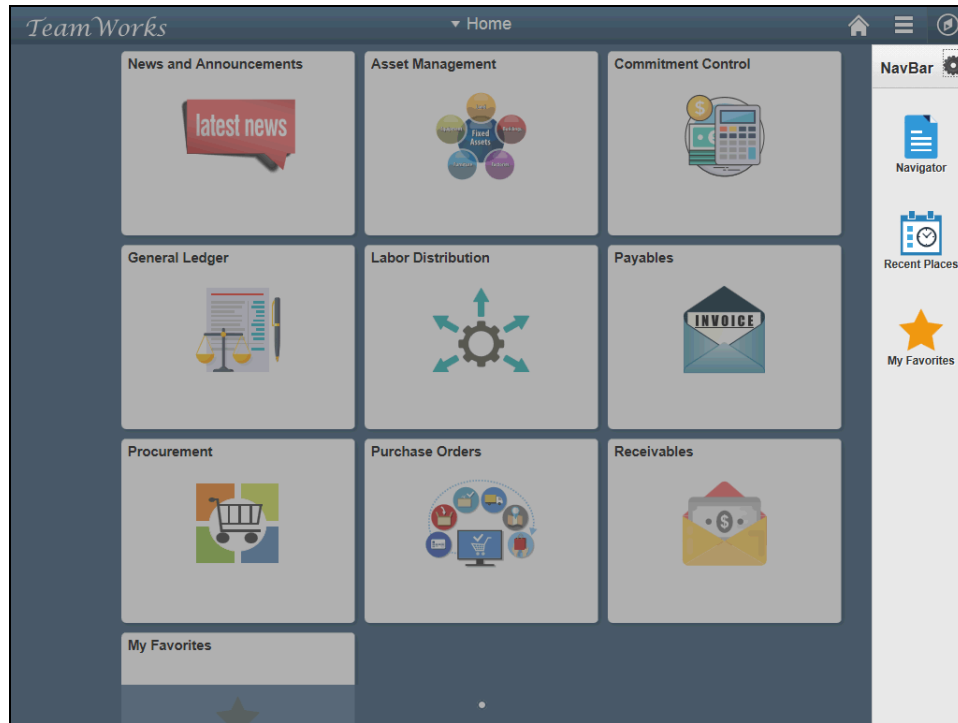



Sec Officer: Resetting Password for Existing User

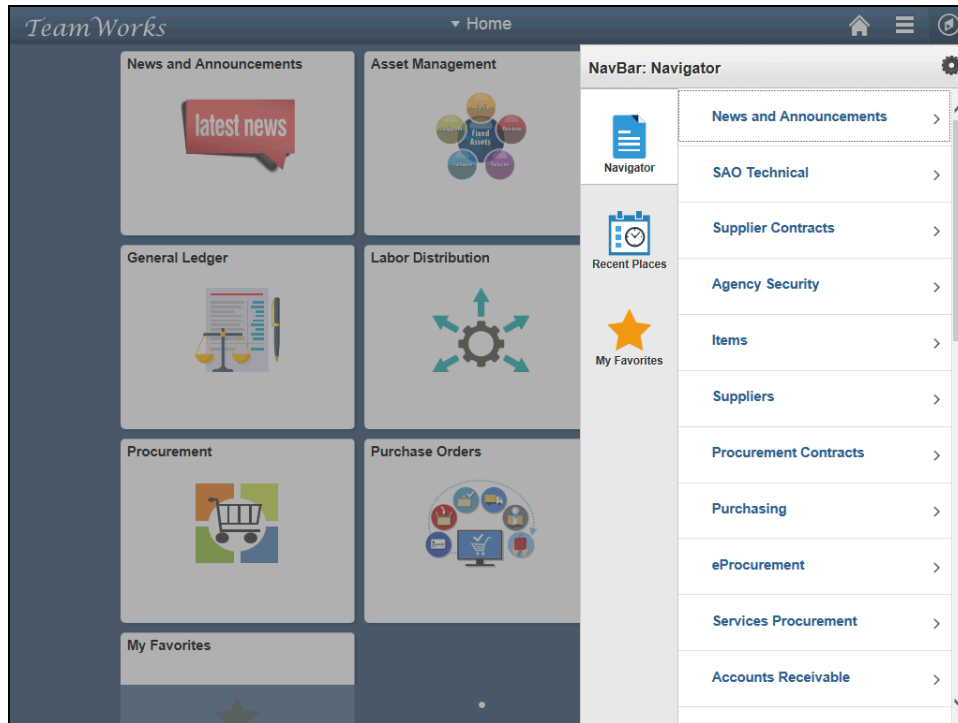
Below are the process steps to Reset a Password for an Existing User as a Security Officer. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



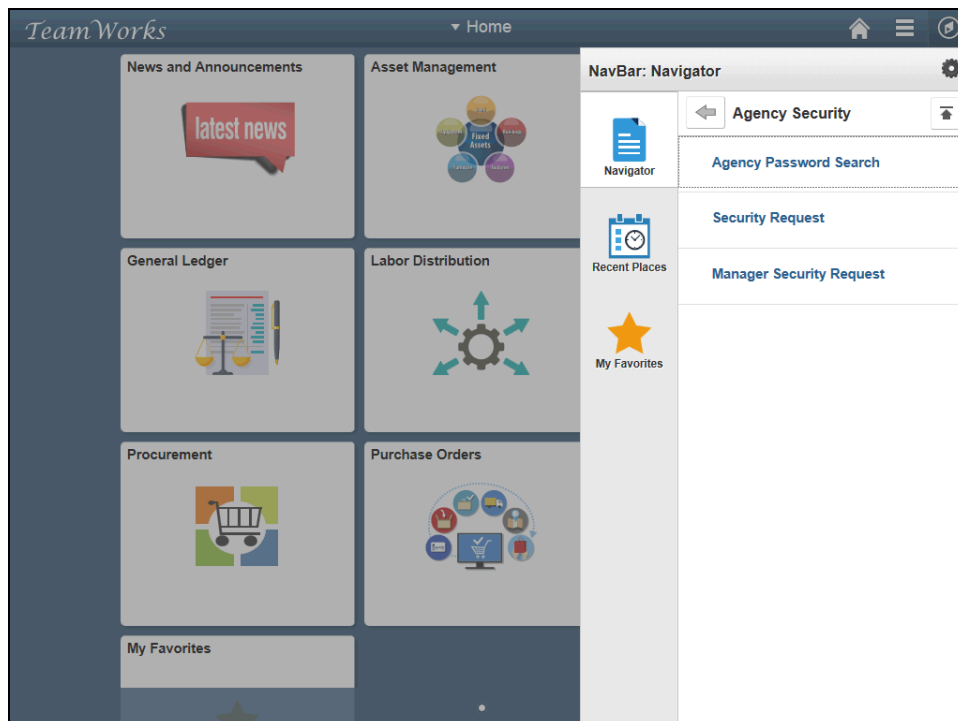
Step	Action
1.	<p>Begin by navigating to the Agency Password Search page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the NavBar icon.</p> 



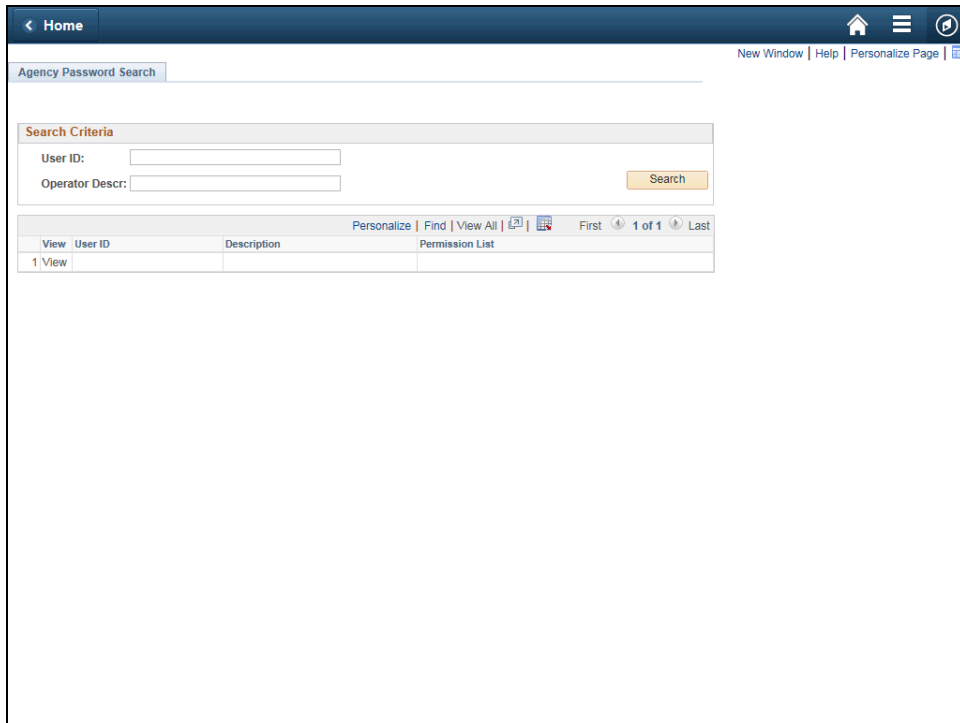
Step	Action
2.	Click the Navigator icon. <div data-bbox="354 1066 483 1230" style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  <p>Navigator</p> </div>



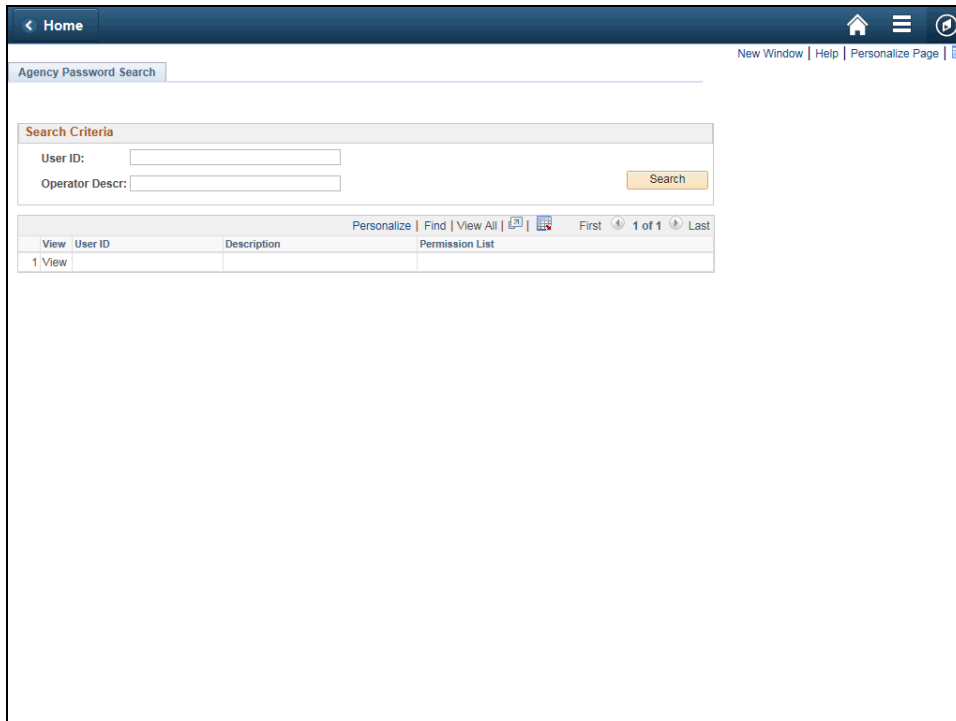
Step	Action
3.	Click the Agency Security link. Agency Security



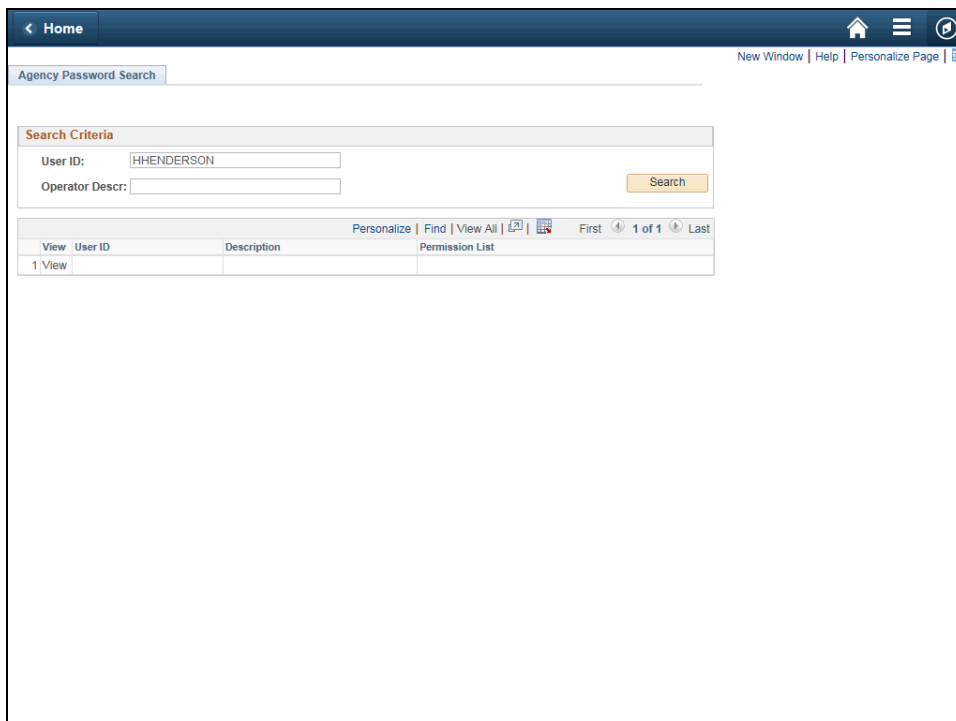
Step	Action
4.	Click the Agency Password Search link. Agency Password Search

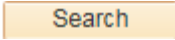


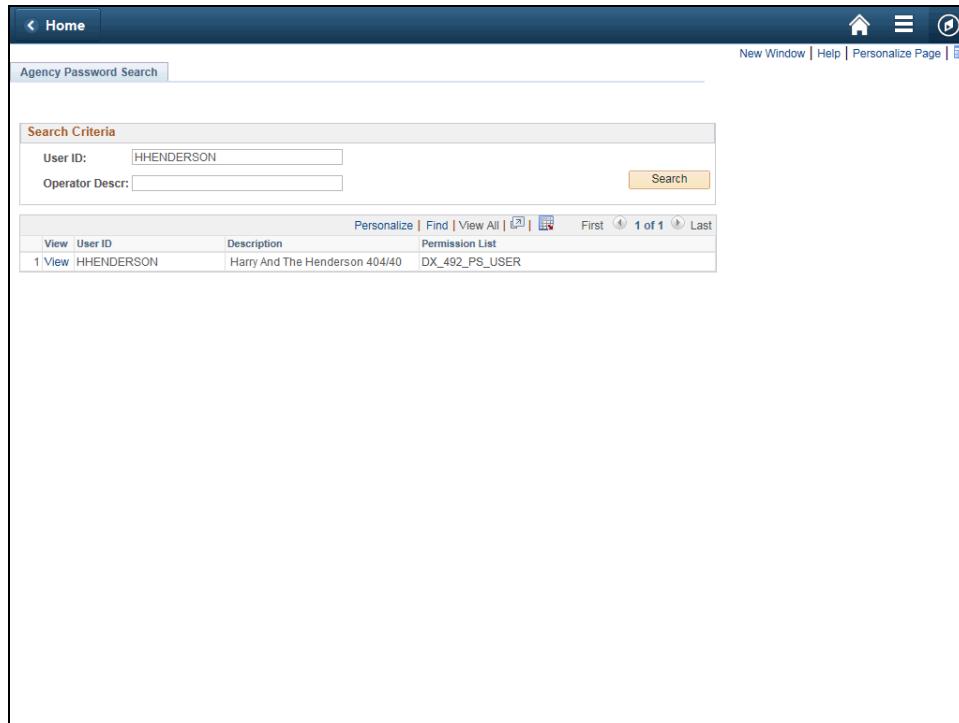
Step	Action
5.	To reset the user's password, the security officer must first search for the employee by entering the employees User ID . Click in the User ID field. User ID: <input style="border: 2px solid red;" type="text"/>




Step	Action
6.	Enter the appropriate information into the User ID field. For this example, type HHENDERSON .



Step	Action
7.	Click the Search button. 

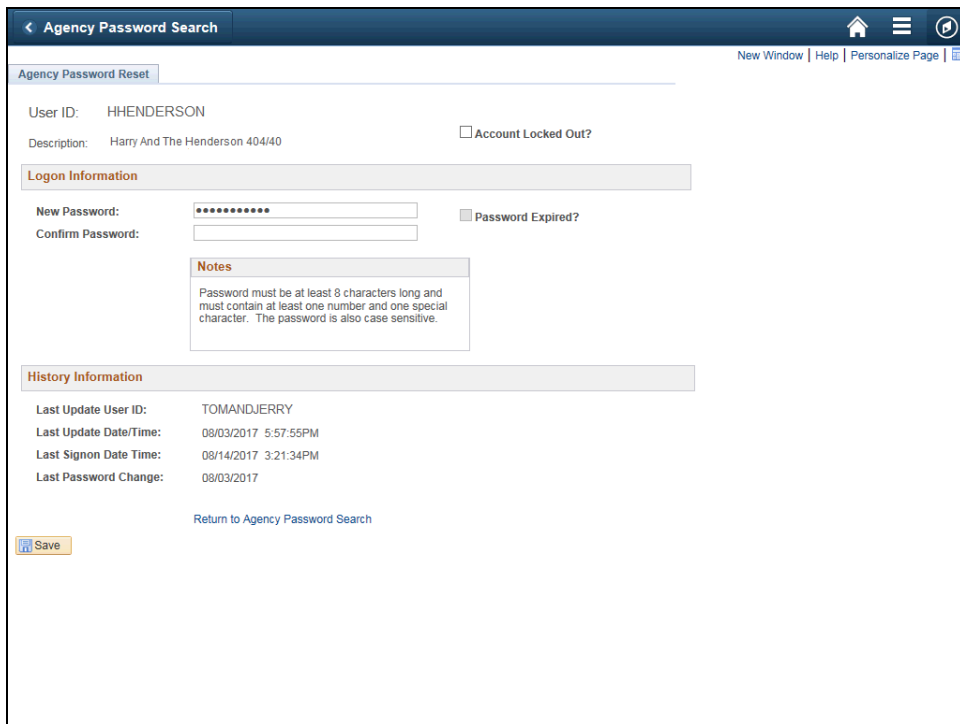


Step	Action
8.	Click the View link. 

View	User ID	Description	Permission List
1 View	HHENDERSON	Harry And The Henderson 404/40	DX_492_PS_USER

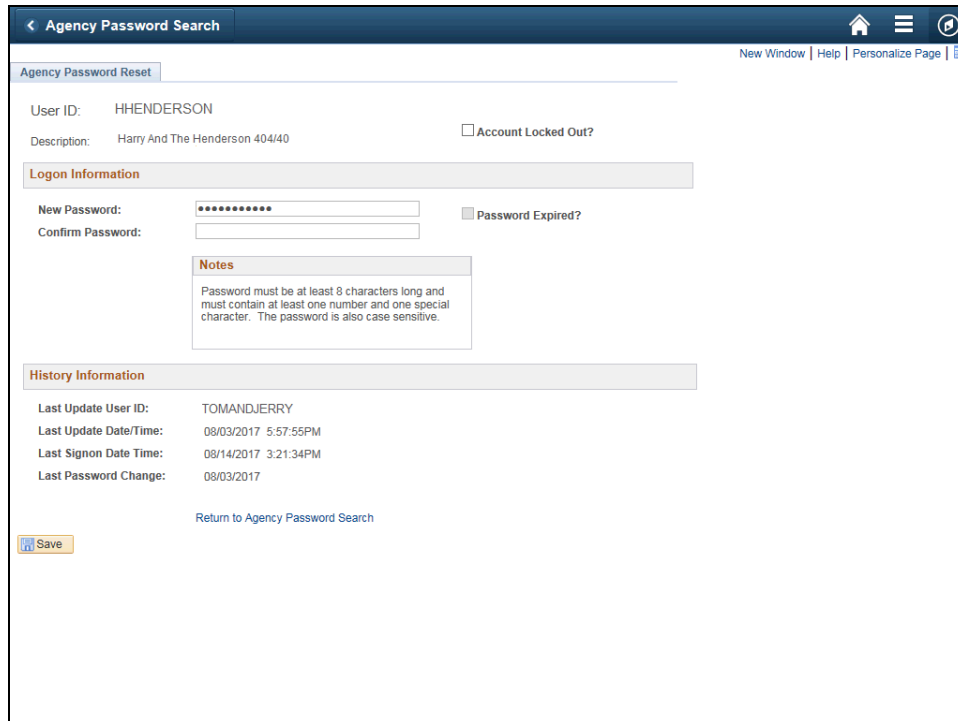
Step	Action
9.	Click in the New Password field. New Password:

Step	Action
10.	Enter the appropriate information into the New Password field. For this example, type Summer2018! .



The screenshot shows the 'Agency Password Search' web application. The page title is 'Agency Password Search' and the sub-header is 'Agency Password Reset'. The user information displayed is: User ID: HHENDERSON, Description: Harry And The Henderson 404/40, and Account Locked Out? (unchecked). The 'Logon Information' section contains fields for 'New Password' (with a masked input) and 'Confirm Password', along with a 'Password Expired?' checkbox. A 'Notes' box states: 'Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive.' The 'History Information' section lists: Last Update User ID: TOMANDJERRY, Last Update Date/Time: 08/03/2017 5:57:55PM, Last Signon Date Time: 08/14/2017 3:21:34PM, and Last Password Change: 08/03/2017. There is a 'Return to Agency Password Search' link and a 'Save' button at the bottom left.

Step	Action
11.	Click in the Confirm Password field. Confirm Password:



Agency Password Search

Agency Password Reset

User ID: HHENDERSON

Description: Harry And The Henderson 404/40 Account Locked Out?

Logon Information

New Password:

Confirm Password:

Password Expired?

Notes

Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive.

History Information

Last Update User ID: TOMANDJERRY

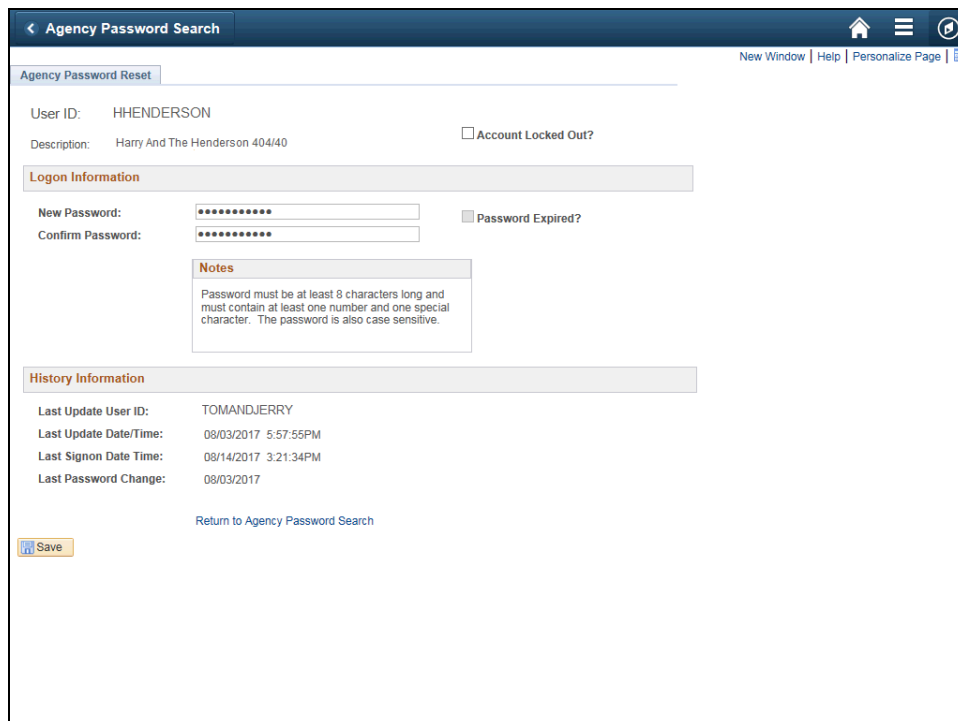
Last Update Date/Time: 08/03/2017 5:57:55PM

Last Signon Date Time: 08/14/2017 3:21:34PM

Last Password Change: 08/03/2017

[Return to Agency Password Search](#)

Step	Action
12.	Enter the appropriate information into the User ID field. For this example, type Summer2018! .



Agency Password Search

Agency Password Reset

User ID: Summer2018!

Description: Harry And The Henderson 404/40 Account Locked Out?

Logon Information

New Password:

Confirm Password:

Password Expired?

Notes

Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive.

History Information

Last Update User ID: TOMANDJERRY

Last Update Date/Time: 08/03/2017 5:57:55PM

Last Signon Date Time: 08/14/2017 3:21:34PM

Last Password Change: 08/03/2017

[Return to Agency Password Search](#)

Step	Action
13.	Click the Save button.

Step	Action
14.	Notice the Last Update User ID and the Last Update Date/Time fields showing the security officer who submitted the change along with the date and time stamp of when the password was changed.

Agency Password Search

Agency Password Reset

User ID: HHENDERSON

Description: Harry And The Henderson 404/40 Account Locked Out?

Logon Information

New Password:

Confirm Password:

Password Expired?

Notes

Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive.

History Information

Last Update User ID: TOMANDJERRY

Last Update Date/Time: 08/08/2018 11:30:38AM

Last Signon Date Time: 08/14/2017 3:21:34PM

Last Password Change: 08/03/2017

[Return to Agency Password Search](#)

Step	Action
15.	To process another password reset the security officer can click on the Return to Agency Password Search link.

Agency Password Search

Agency Password Reset

User ID: HHENDERSON

Description: Harry And The Henderson 404/40 Account Locked Out?

Logon Information

New Password:

Confirm Password:

Password Expired?

Notes

Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive.

History Information

Last Update User ID: TOMANDJERRY

Last Update Date/Time: 08/08/2018 11:30:38AM

Last Signon Date Time: 08/14/2017 3:21:34PM

Last Password Change: 08/03/2017

[Return to Agency Password Search](#)

Job Aid



Step	Action
16.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Thank you!