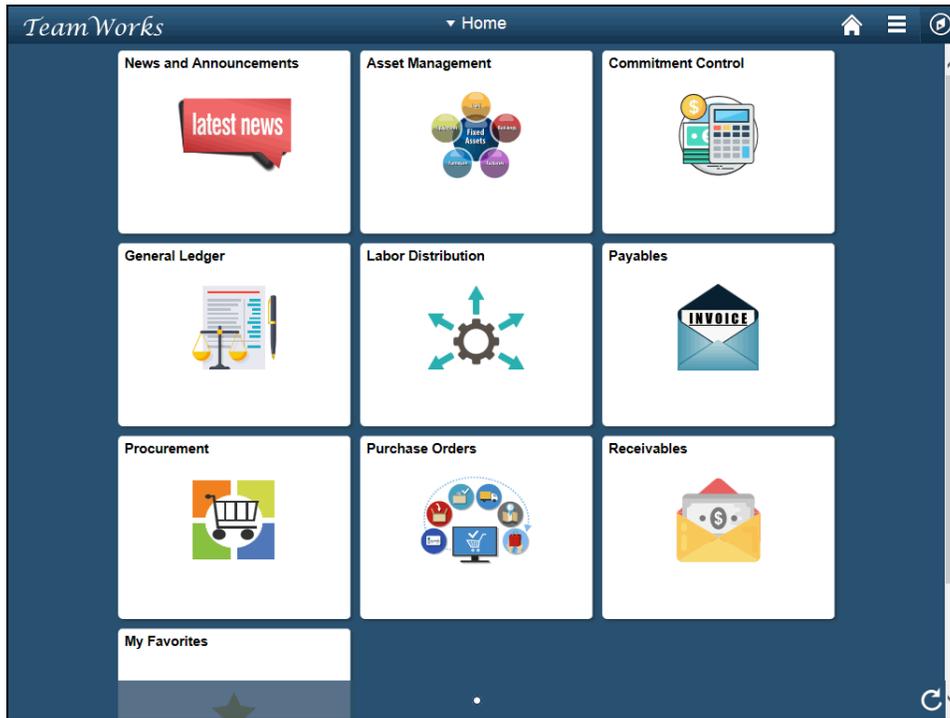
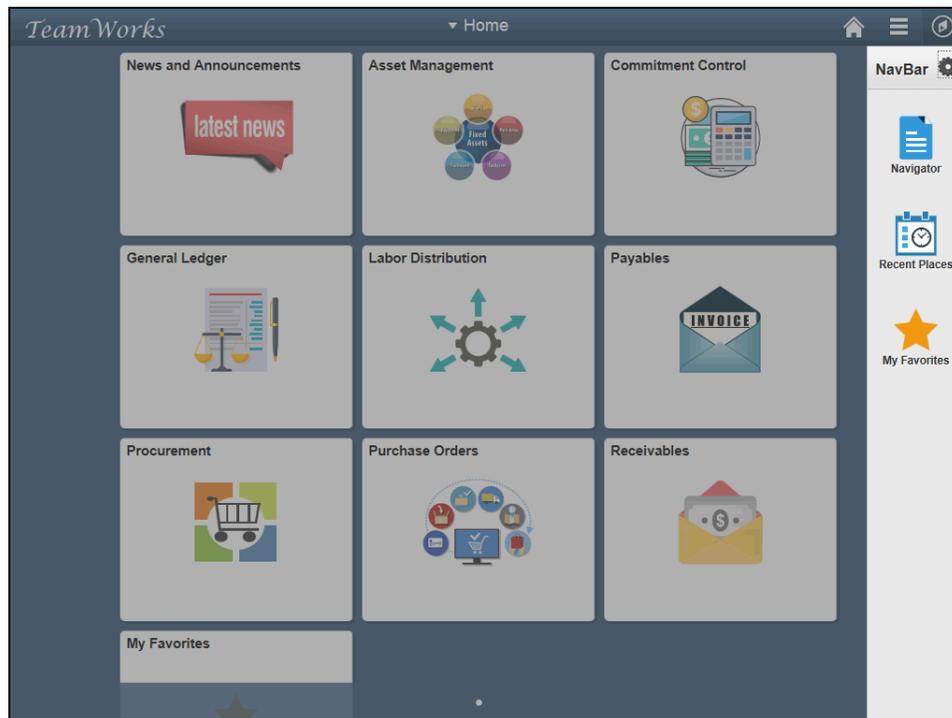


## Sec Officer: Resetting Password for Existing User

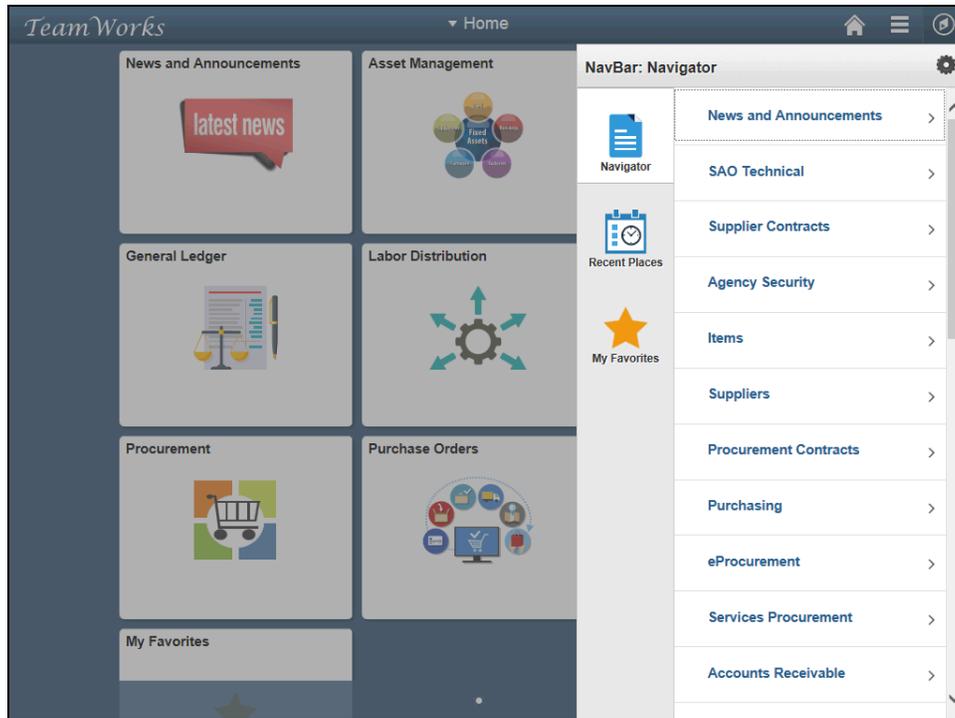
Below are the process steps to Reset a Password for an Existing User as a Security Officer. As you are performing the task, use this document to be a Step-by-Step guide for completing this process. At the end, please click the link to complete a quick survey as to the usefulness of this document.



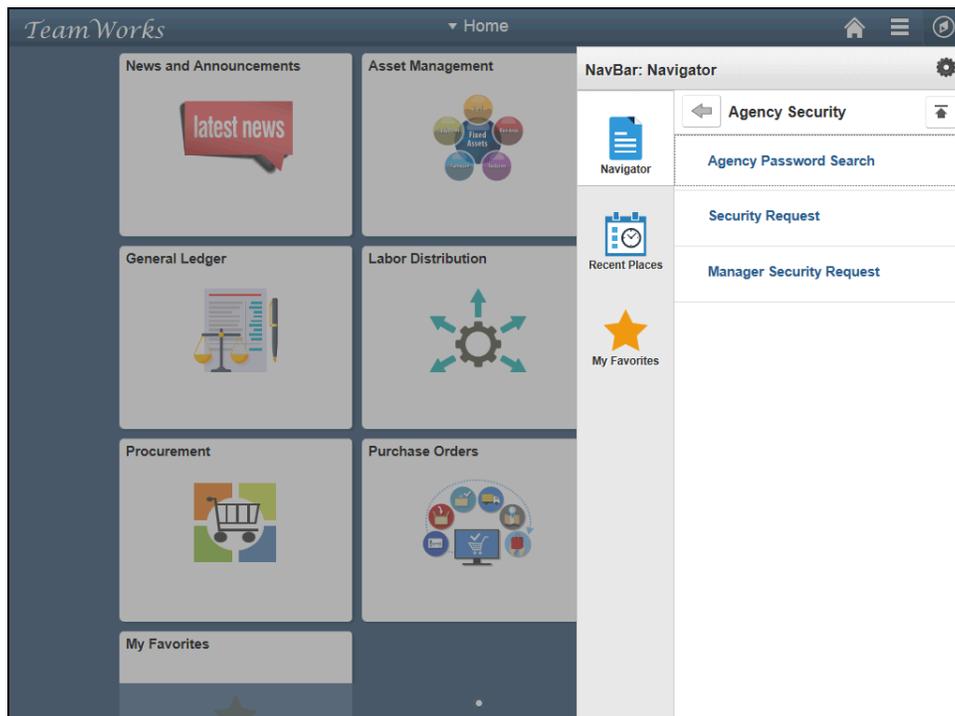
Step	Action
1.	<p>Begin by navigating to the <b>Agency Password Search</b> page.</p> <p><b>Note:</b> This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system, please select all values and options based on agency policy, the paperwork on hand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



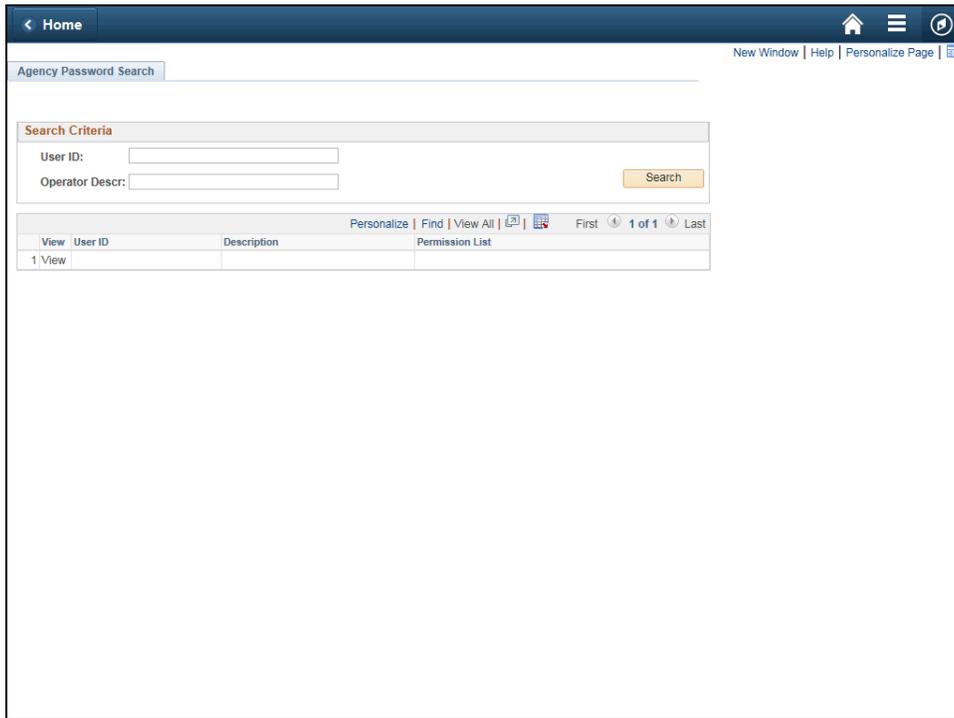
Step	Action
2.	Click the <b>Navigator</b> icon. <div data-bbox="354 1066 483 1230" style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  <p data-bbox="358 1182 479 1209">Navigator</p> </div>



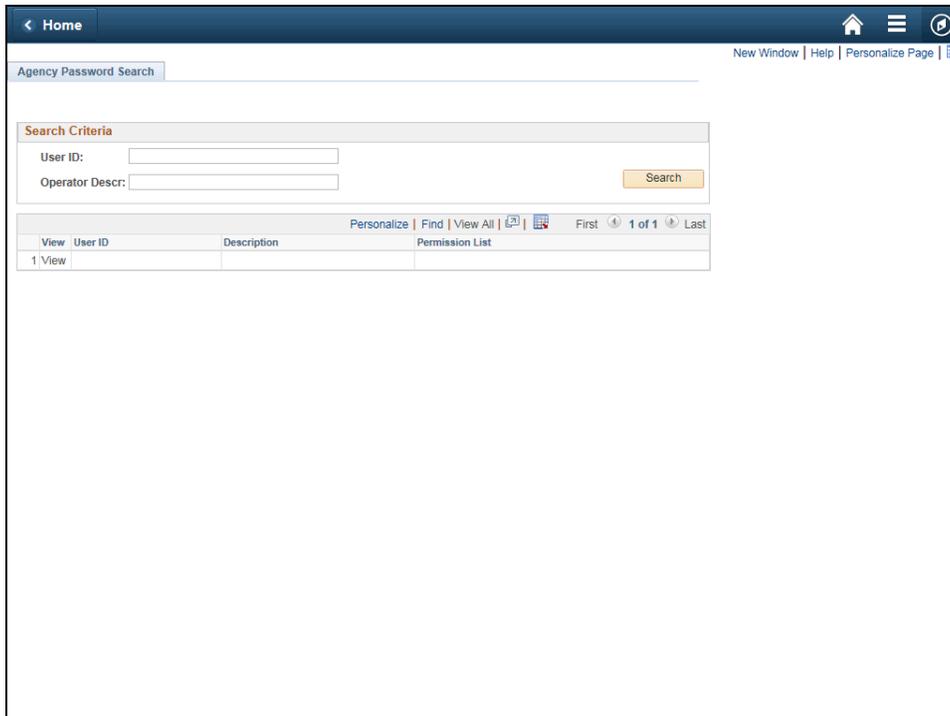
Step	Action
3.	Click the <b>Agency Security</b> link. <b>Agency Security</b>



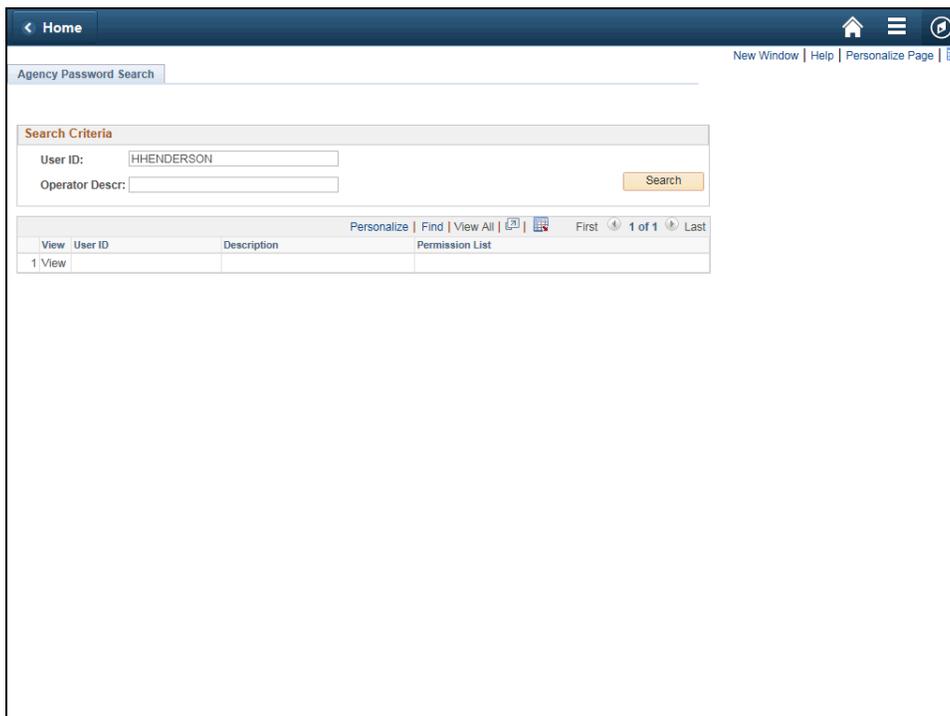
Step	Action
4.	Click the <a href="#">Agency Password Search</a> link.  <a href="#">Agency Password Search</a>

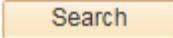


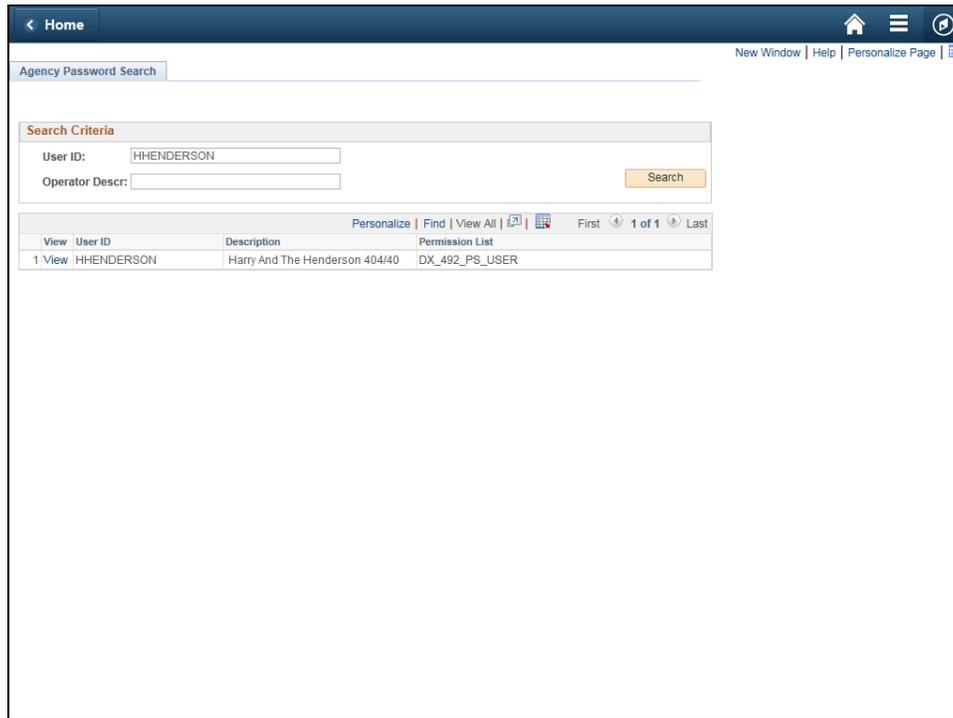
Step	Action
5.	To reset the user's password, the security officer must first search for the employee by entering the employees <b>User ID</b> .  Click in the <b>User ID</b> field.  <b>User ID:</b> <input style="border: 2px solid red;" type="text"/>



Step	Action
6.	<p>Enter the appropriate information into the <b>User ID</b> field.</p> <p>For this example, type <b>HHENDERSON</b>.</p>



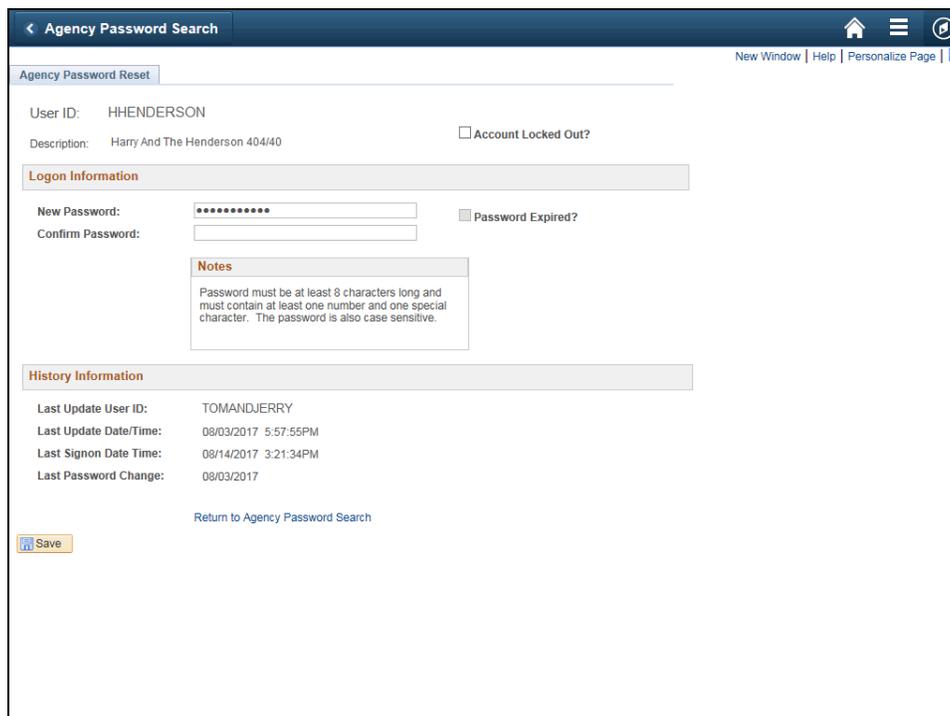
Step	Action
7.	Click the <b>Search</b> button. 



Step	Action
8.	Click the <b>View</b> link. 

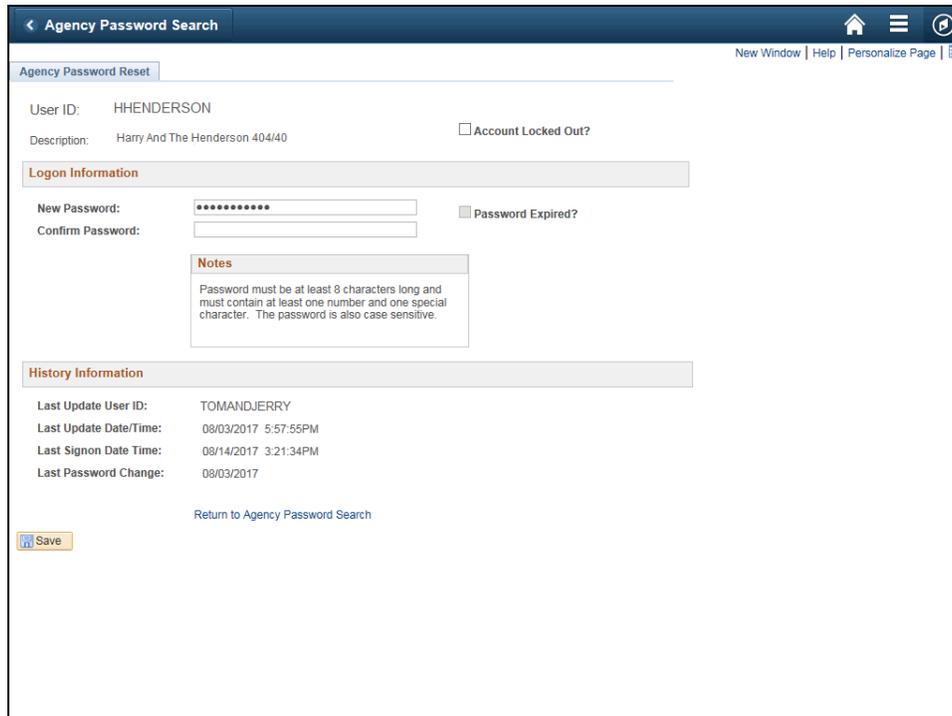
Step	Action
9.	Click in the <b>New Password</b> field. <b>New Password:</b> <span style="border: 2px solid red; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span>

Step	Action
10.	<p>Enter the appropriate information into the <b>New Password</b> field.</p> <p>For this example, type <b>Summer2018!</b>.</p>



The screenshot shows the 'Agency Password Search' interface. At the top, there is a navigation bar with a home icon, a menu icon, and a refresh icon. Below the navigation bar, the page title is 'Agency Password Search' and the sub-header is 'Agency Password Reset'. The user information section displays 'User ID: HHENDERSON' and 'Description: Harry And The Henderson 404/40'. There is a checkbox for 'Account Locked Out?'. The 'Logon Information' section contains two password fields: 'New Password:' (with a masked password of 10 dots) and 'Confirm Password:'. There is also a checkbox for 'Password Expired?'. A 'Notes' box provides instructions: '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'. At the bottom, there is a 'Return to Agency Password Search' link and a 'Save' button.

Step	Action
11.	<p>Click in the <b>Confirm Password</b> field.</p> <p><b>Confirm Password:</b> <span style="border: 2px solid red; display: inline-block; width: 200px; height: 15px; vertical-align: middle;"></span></p>



The screenshot shows the 'Agency Password Search' interface. At the top, there is a navigation bar with a home icon, a menu icon, and a refresh icon. Below the navigation bar, the page title 'Agency Password Search' is displayed. The main content area is titled 'Agency Password Reset' and contains the following information:

- User ID:** HHENDERSON
- Description:** Harry And The Henderson 404/40
- Account Locked Out?

The 'Logon Information' section includes:

- New Password:** [Redacted]
- Confirm Password:** [Redacted]
- Password Expired?

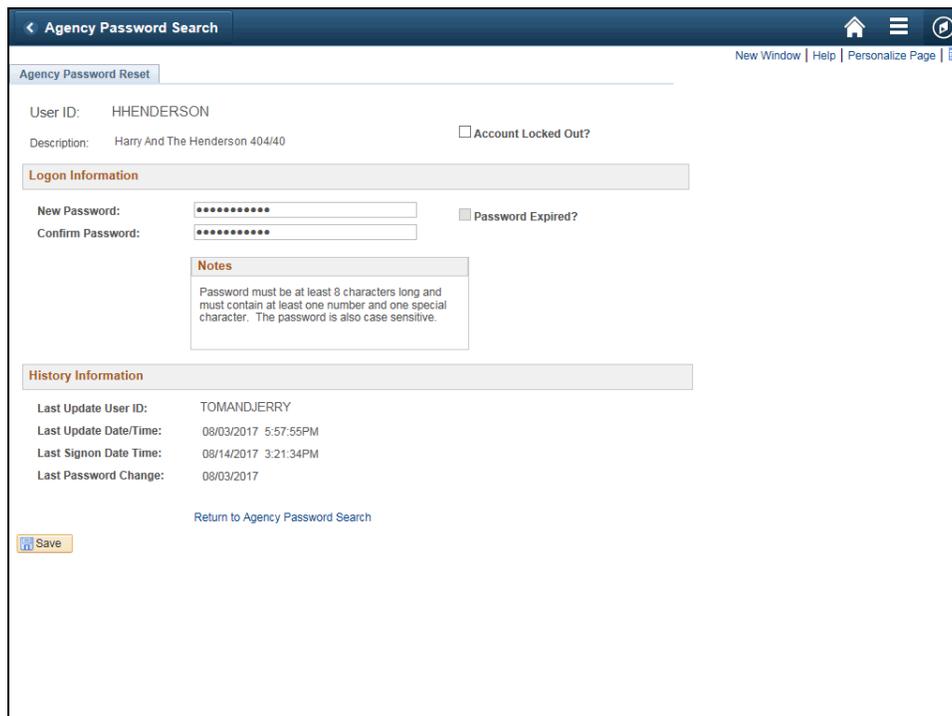
A 'Notes' box contains the following text: "Password must be at least 8 characters long and must contain at least one number and one special character. The password is also case sensitive."

The 'History Information' section lists the following details:

- 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

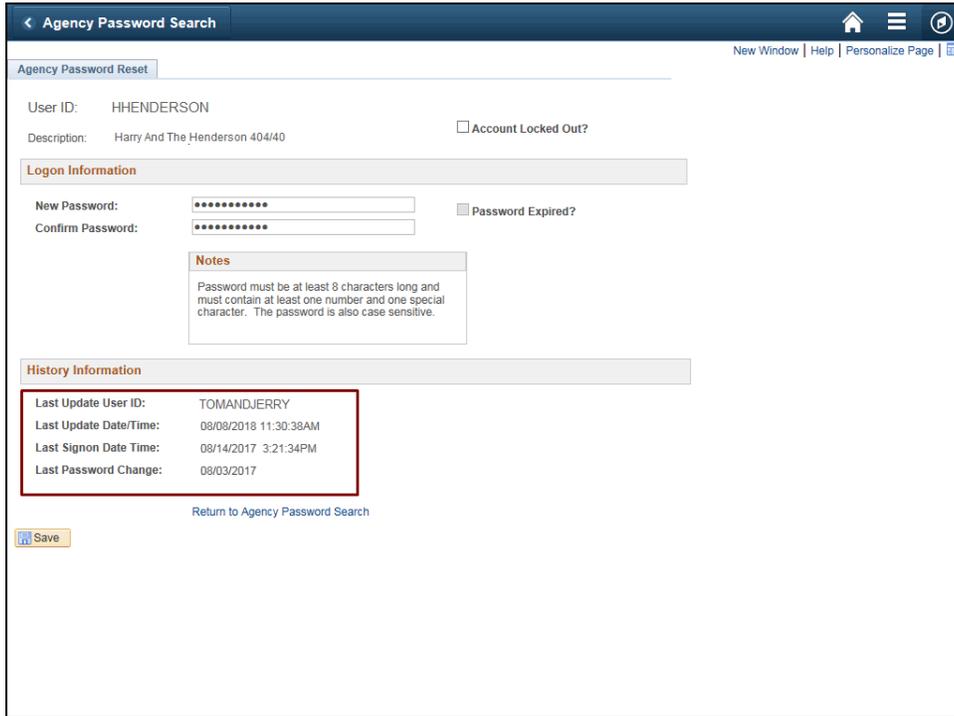
At the bottom of the form, there is a 'Save' button and a link to 'Return to Agency Password Search'.

Step	Action
12.	<p>Enter the appropriate information into the <b>User ID</b> field.</p> <p>For this example, type <b>Summer2018!</b>.</p>



This screenshot is identical to the one above, but the 'New Password' and 'Confirm Password' fields are now filled with redacted characters (dots).

Step	Action
13.	Click the <b>Save</b> button. 



Step	Action
14.	Notice the <b>Last Update User ID</b> and the <b>Last Update Date/Time</b> 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 <b>Return to Agency Password Search</b> 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



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Step	Action
16.	Click <b>here</b> ( <a href="https://www.surveymonkey.com/r/25KG2HH">https://www.surveymonkey.com/r/25KG2HH</a> ) to take a quick survey.

Thank you!