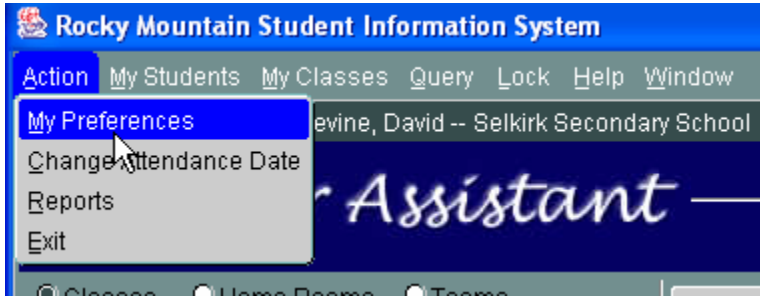


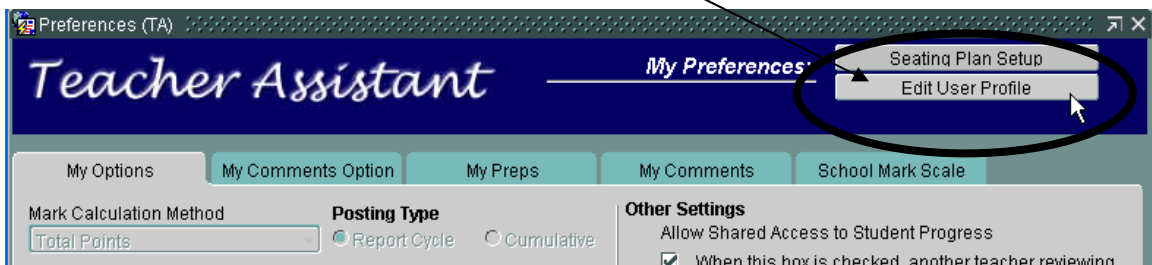
Changing Your Password

The steps below explain how to change your password.

- From the main screen in the TA select from the top menu: Action > My Preferences



- From My Preferences, go to Edit User Profile



- Remember passwords must be: 8 – 14 characters, contain a digit: 0-9, and contain a special character: \$ # _
- In the screen capture below, you do not need to enter your email address. Once you have entered your old password, new password and verified new password, click the Save icon and then leave through the door.

Be sure to log out & then log back in with your new password before continuing on.