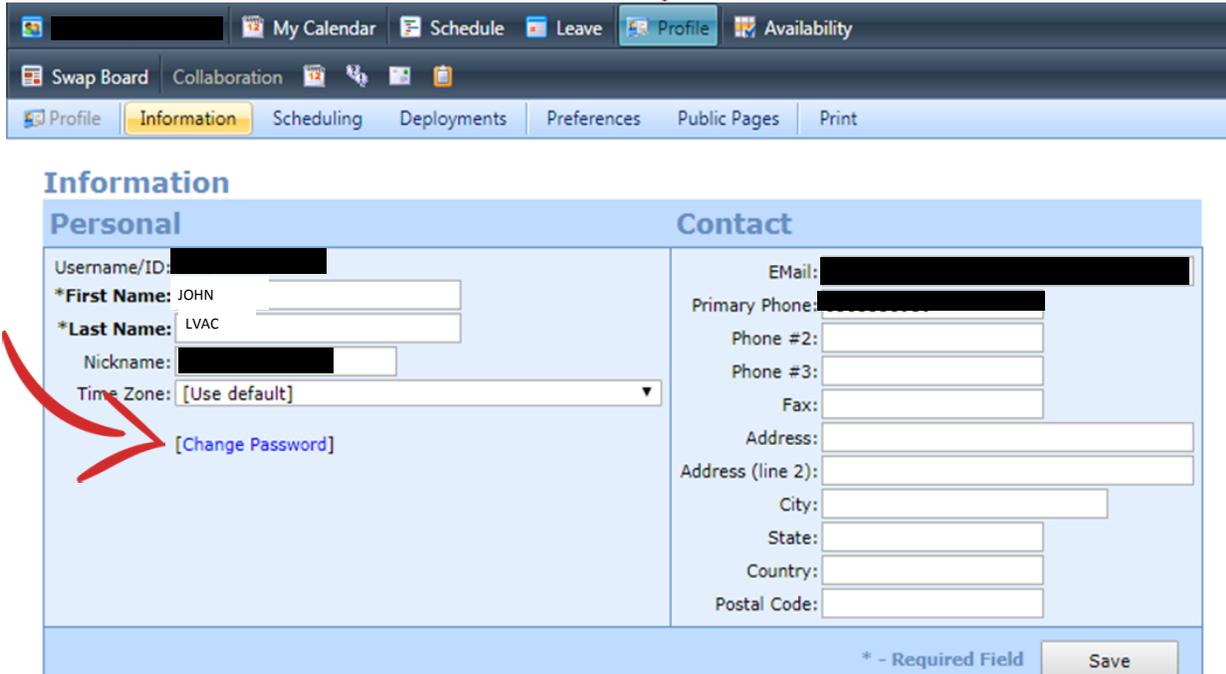


How to Change Temporary Password to Permanent Password

- Go to "Profile".
- Click on "Change Password". (MUST be done when you first log in).
- The temporary password is: "password".
- Enter in a new password.
- DO NOT share your log in information with anyone.
- *Note:* Your information is already in the system, however, this is where you are able to change your personal information if needed in the future.



The screenshot shows the user interface for the Profile page. The top navigation bar includes links for My Calendar, Schedule, Leave, Profile, and Availability. Below this is a secondary navigation bar with Profile, Information, Scheduling, Deployments, Preferences, Public Pages, and Print. The main content area is titled 'Information' and is divided into 'Personal' and 'Contact' sections. In the 'Personal' section, there are fields for Username/ID, First Name (JOHN), Last Name (LVAC), Nickname, and Time Zone (Use default). A red arrow points to a '[Change Password]' link located below the Time Zone field. The 'Contact' section includes fields for EMail, Primary Phone, Phone #2, Phone #3, Fax, Address, Address (line 2), City, State, Country, and Postal Code. A 'Save' button is located at the bottom right of the form, and a note indicates that fields with an asterisk are required.

Password Requirements:

- At least 8 characters long
 - Contains both letters and numbers
 - Not a variation of your username
 - Not a repeat of a previous password
- These characters are not allowed: < > ' "
- Passwords are case-sensitive.