







## Change Password (Using Preferences)

1.	<p>As you type your password into the field, each character will appear as an asterisk(*) or a dot. This is to make sure your password stays private.</p> <p>In this lesson a sample username is provided. Type <b>SAM01</b> in the <b>USERNAME</b> field.</p> <p>In this lesson, a sample password is provided. Type <b>welcome1</b> in the <b>PASSWORD</b> field.</p>
2.	Press <b>[TAB]</b> key on your keyboard.
3.	Enter <b>welcome1</b> into the <b>PASSWORD</b> field.
4.	<p>Click the <b>LOGIN</b> Button</p> 
5.	<p>Click on <b>PREFERENCES</b> link.</p> 
6.	<p>Type in your <b>"Old Password"</b>.</p> <p>Press the <b>[Tab]</b> key (on your keyboard) to move down to the <b>"New Password"</b> field.</p> 
7.	<p>Type in a New Password of your choice. Remember to follow the the required STEP system Password Format and recommendations for a Strong Password.</p> <p>For this lesson, we will enter the New Password of <b>"welcome2"</b>.</p>
8.	Enter <b>"welcome2"</b> into the <b>Repeat Password</b> field.
9.	<p>Click the <b>Apply</b> button.</p> 
10.	Review the <b>Confirmation Message</b> area.
11.	<p>Click the <b>Home</b> link.</p> 
12.	<p>Click the <b>Logout</b> link.</p> 
13.	<p><b>Congratulations!</b></p> <p>You have successfully changed your password by using Preferences in the Navigator window.</p>