



College Financial System User Procedure

Title:

Change Your Password

Description:

Periodically, you may wish to change your password for security reasons.

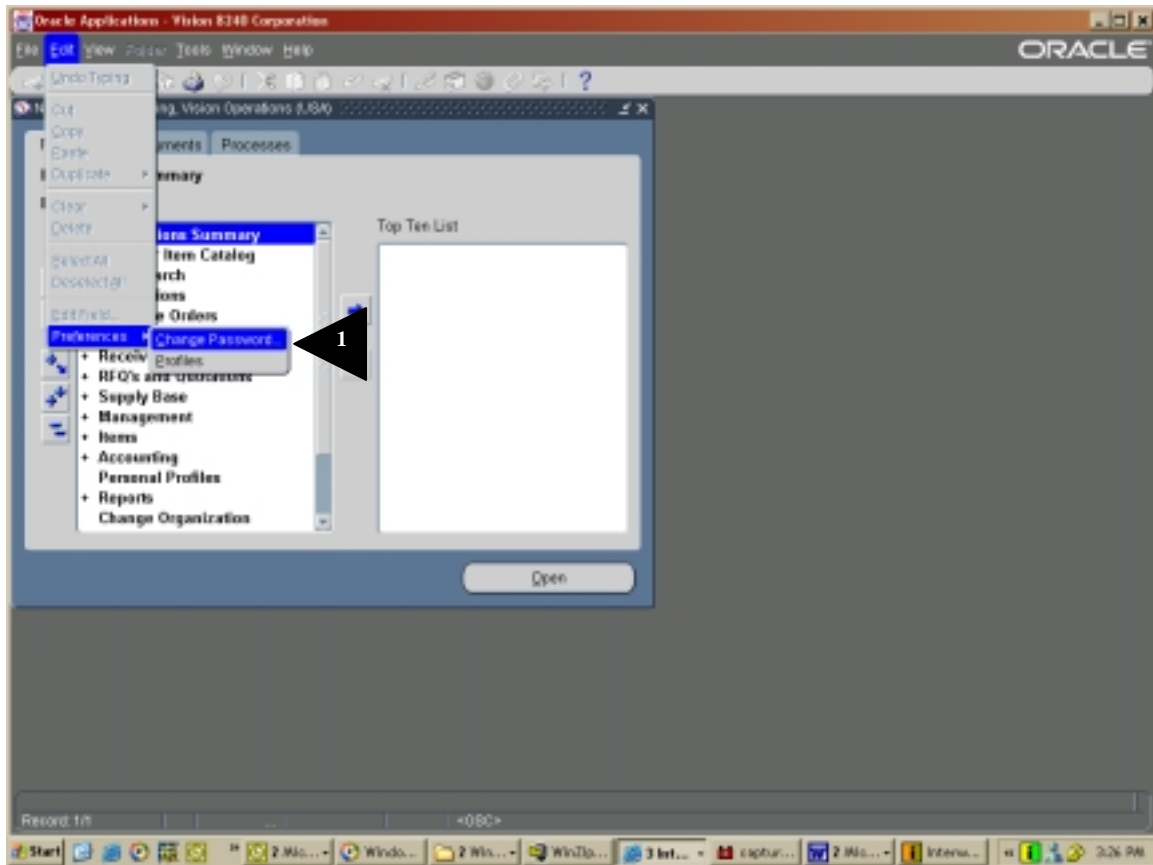
College Financial System Prerequisites:

- You must have completed the initial login process in order to use this procedure to change your password.*

<i>Menu Path</i>
N/A

Window Name:

Navigator



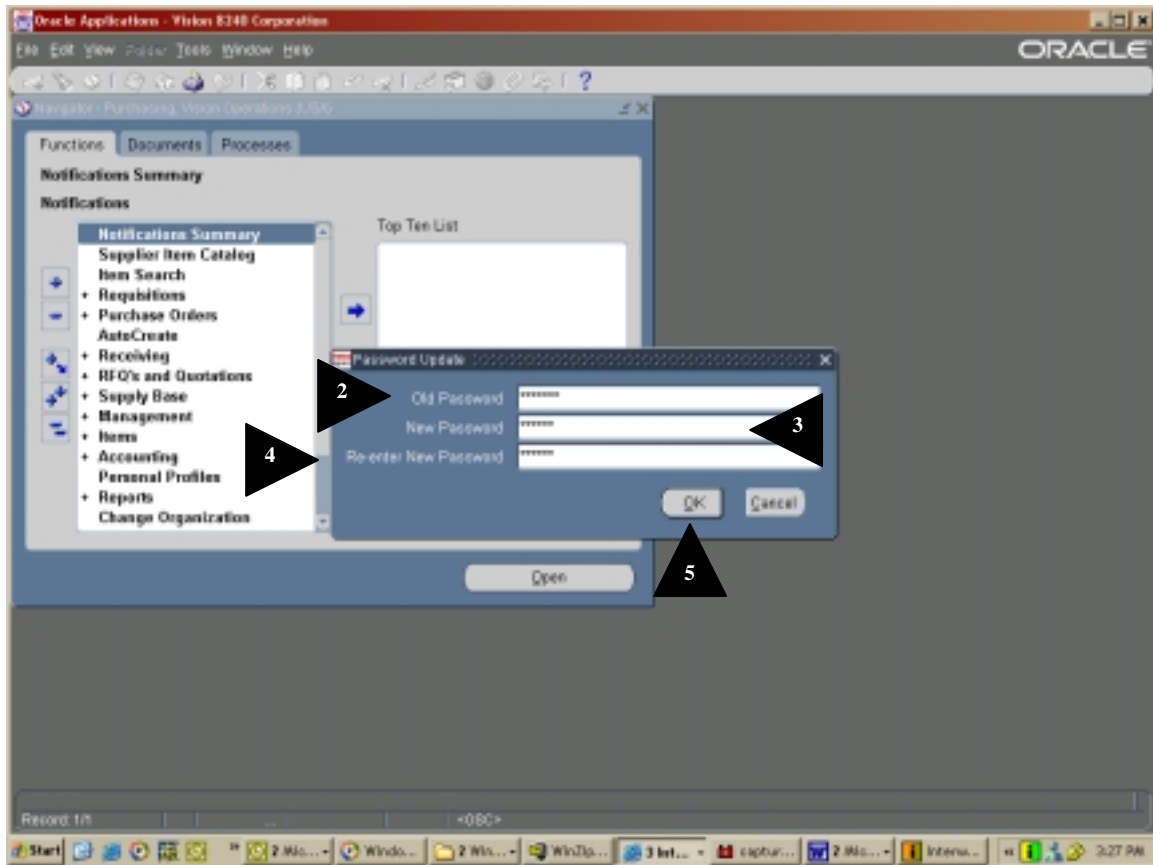
You may follow this procedure in any College Financial System module. This example uses the Purchasing module.

Field Name	Description/Action
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1. Follow the menu path Edit > Preferences > Change Password

Window Name:

Password Update



Field Name	Description/Action
2. Old Password	Enter in your original password.
3. New Password	Enter in a new password of your choice.
4. Re-enter New Password	Retype your new password.
5. Click on OK .	



End of procedure