Lesson 3 – Changing Your Password

Now that you know how to log into and out of the *Entry-Master*® System, the next very important thing to learn is how to change your password. You cannot access the *Entry-Master*® System without a valid password. The *Entry-Master*® System provides a temporary user name (**USER**) and a temporary password (**NEW**) to new users.

In this lesson you will learn how to change your password.

If you are not logged in to the *Entry-Master*® System, log in as described in Lesson 1. You should now see the *Entry-Master*® Main Menu displayed on the screen.
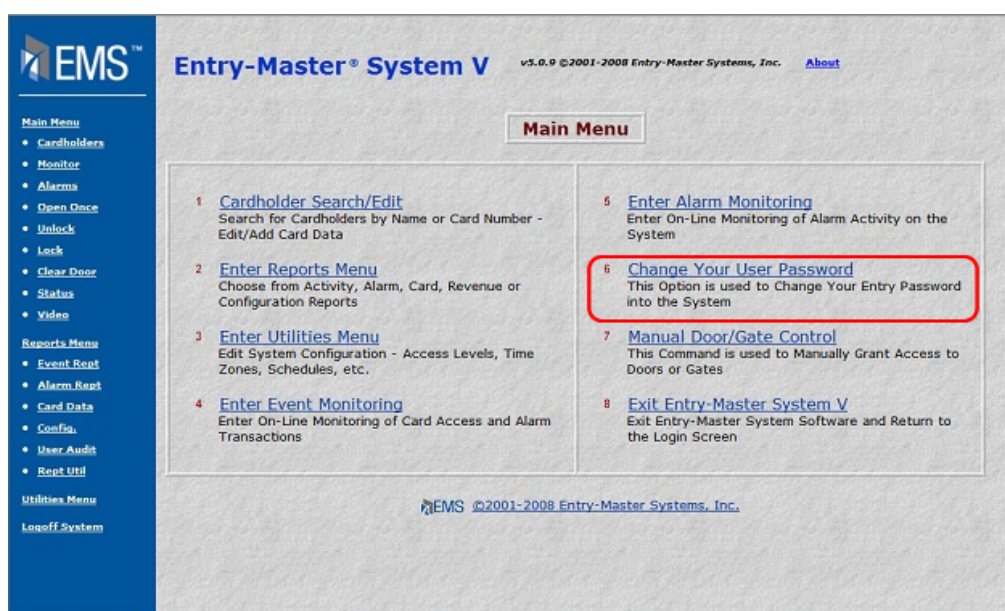

Figure 2-3.1 The *Entry-Master*® Main Menu

To change your password, click on the **Change Your User Password** link on the menu. When you click on this link, the following displays on the screen:
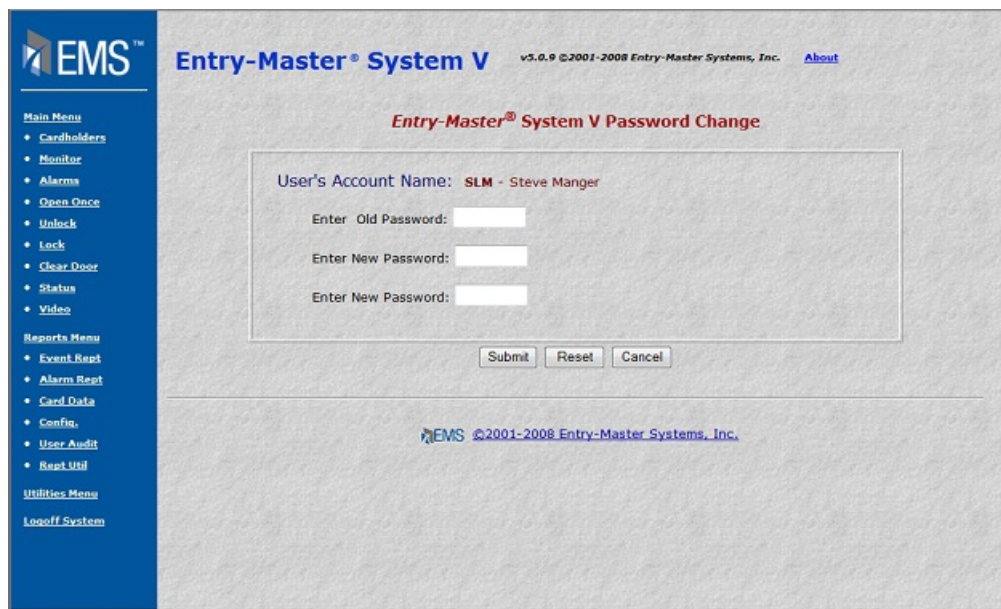
Figure 2-3.2 The *Entry-Master*® Password Change Screen

18.   In this screen, your **User Name** displays and the cursor is blinking in the **Enter Old Password** field. Type your old password (the password you used to log into the *Entry-Master*® System) and press <Tab>.

Remember, your password does not display on the screen as you type. You will see an asterisk for each character that you type.
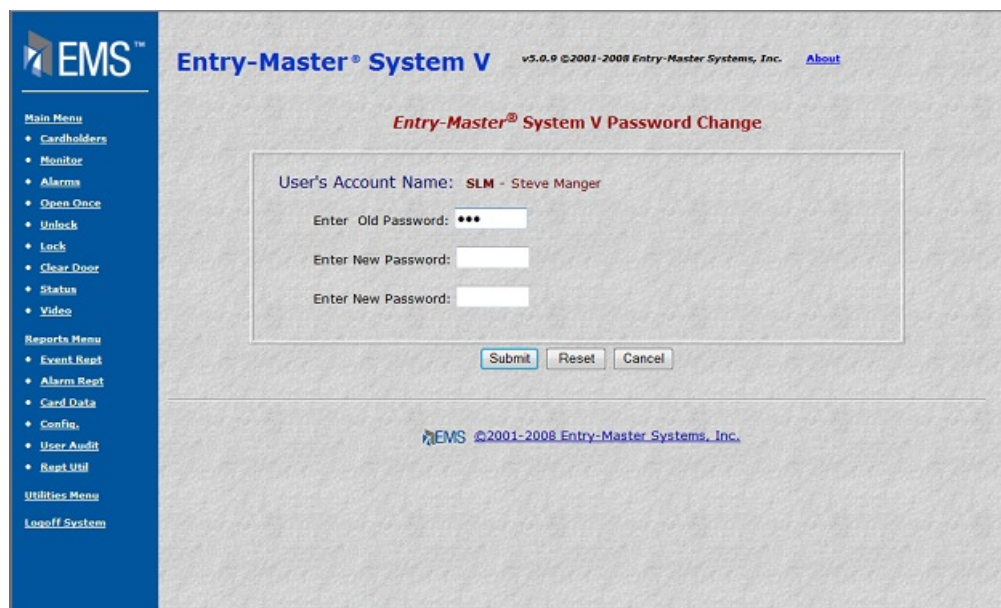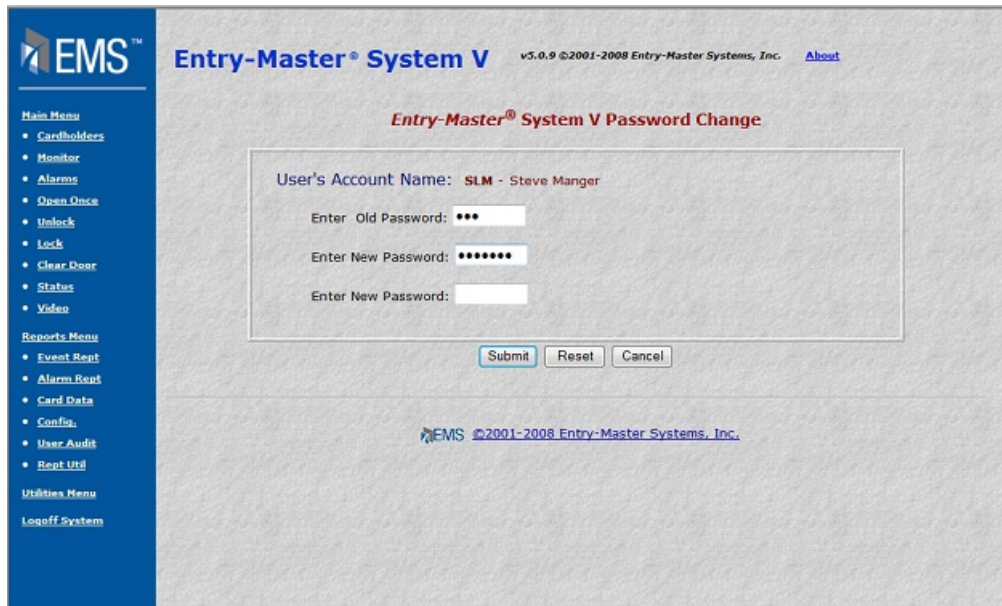

Figure 2-3.3 Entering Your Old Password

19.   The cursor moves to the Enter New Password field.

Your new password can be up to eight (8) characters long. It can contain letters, numbers, or a combination of both.

If you forget your password, you will not be able to log into the system. Choose a password that you will remember, write it down, and store it in a secure place.

20.   Type your new password and your screen should now look similar to the following figure.

Figure 2-3.4 Entering Your New Password

21.   When you enter a new password, the *Entry-Master®* System verifies the new password by asking you to enter the new password a second time. Press <Tab> and type your new password a second time.
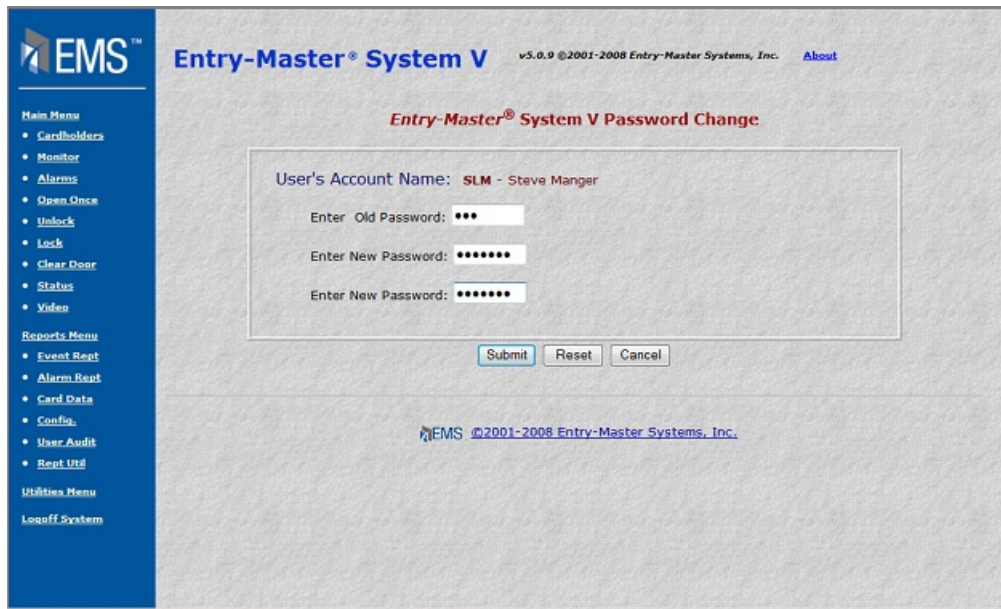
Figure 2-3.5 Entering Your Password A Second Time

22.   Press the Submit button.

   a.   If you entered your new password incorrectly, the *Entry-Master*® System displays an "Invalid Password …" message, aborts (or exits) this procedure, and returns you to the *Entry-Master*® Main Menu. Your old password is still valid. Repeat this lesson and be careful as you type your new password.

   b.   If you entered your new password correctly the second time, the *Entry-Master*® System stores your new password and returns you to the *Entry-Master*® Main Menu.

You can now proceed to Lesson 4, *Defining Card Readers*.