

Lesson 3 – Changing Your Password

Now you need to learn how to change your password.

While logged into the Entry-Master System, navigate to the Main Menu page. Click on Item 6, the [Change Your User Password](#) link:

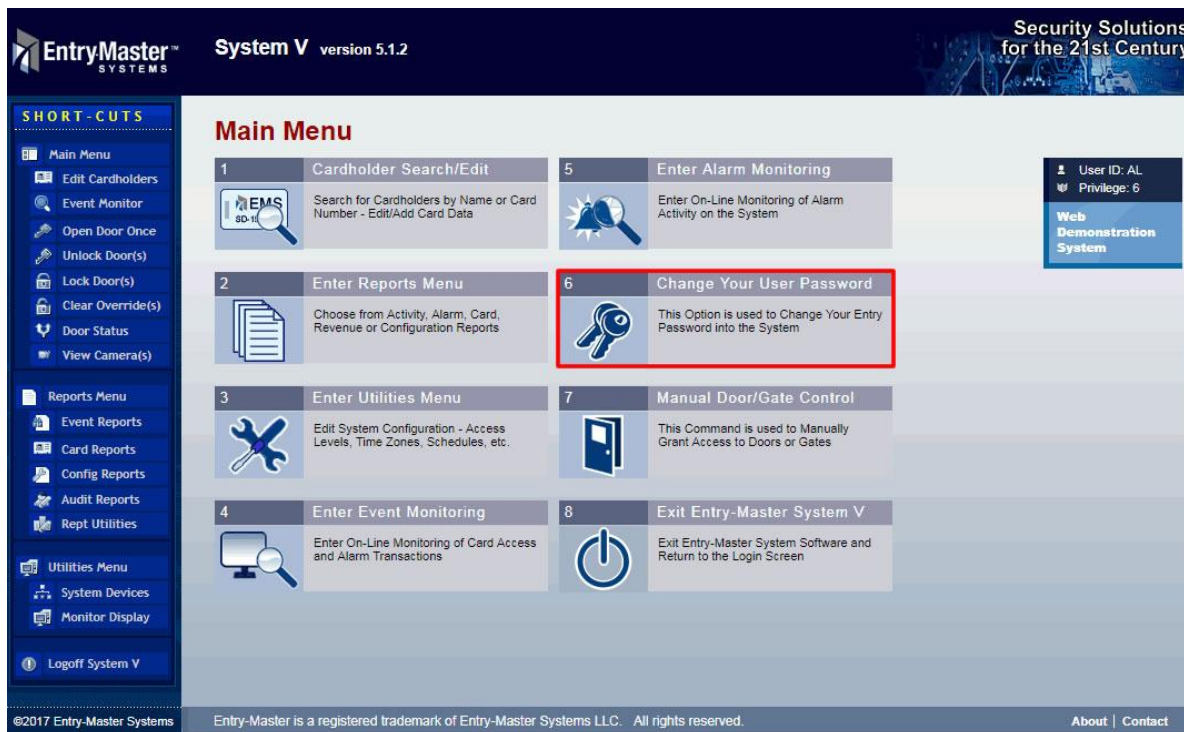
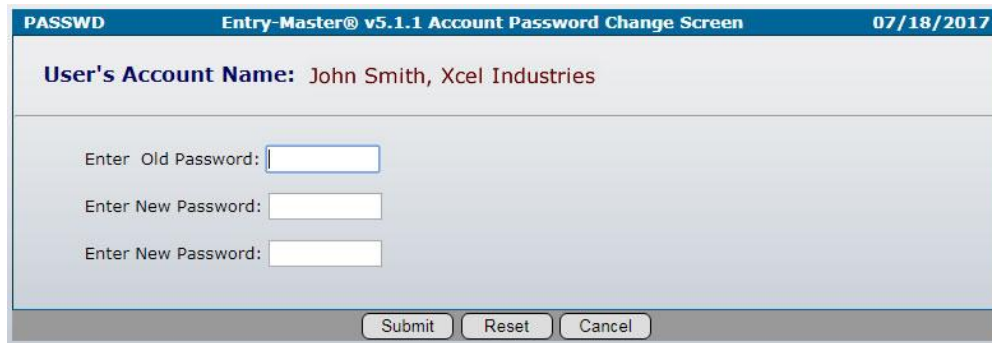


Figure 2-3-1. Change Password Button on “Main Menu” Page

When you click on this link, the following screen (below) is displayed:



PASSWD Entry-Master@ v5.1.1 Account Password Change Screen 07/18/2017

User's Account Name: John Smith, Xcel Industries

Enter Old Password:

Enter New Password:

Enter New Password:

Submit Reset Cancel

Figure 2-3-2. Change Password Screen

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.

You will need to enter your new password twice.

Upon successful completion of changing the password, you will be returned to the [Main Menu](#).