

Lesson 3 – Changing Your Password

Now you need to learn how to change your password.

While logged into the Entry-Master System. From the *Main Menu*, click on **Option 6 – Change Your User Password** (Figure 2-3-1 below):



Figure 2-3-1. Selecting Change Your User Password from the Main Menu

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

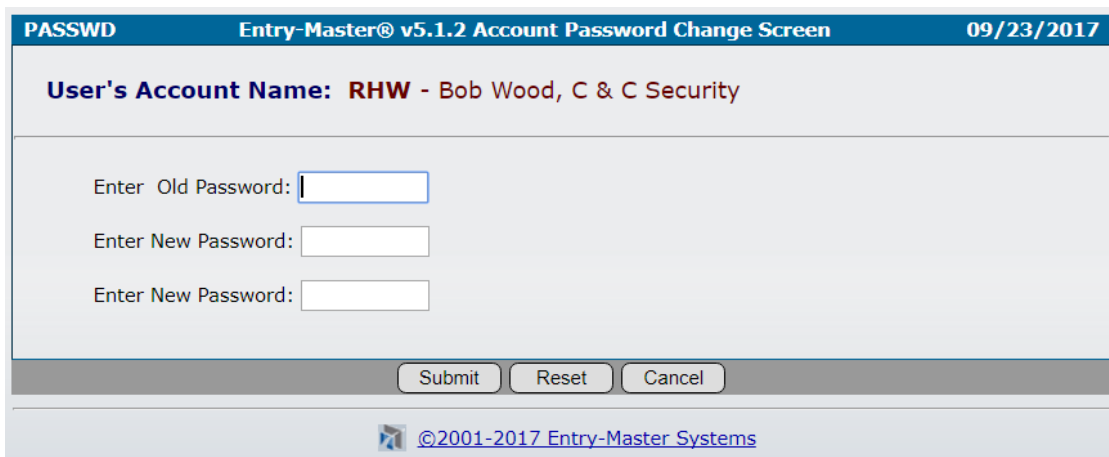


Figure 2-3-2. Account Password Change Screen

Your new password can be up to **eight (8)** characters long. It can contain any combination of letters, numbers, or special characters. 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 **Old Password** once, and your **New Password** twice (see **Figure 2-3-3** below):

Figure 2-3-3. Entering Old Password Once and New Password Twice

If you fail to type identical passwords into the two **Enter New Password** fields, the system will respond with the following **pop-up** alert (**Figure 2-3-4** below):

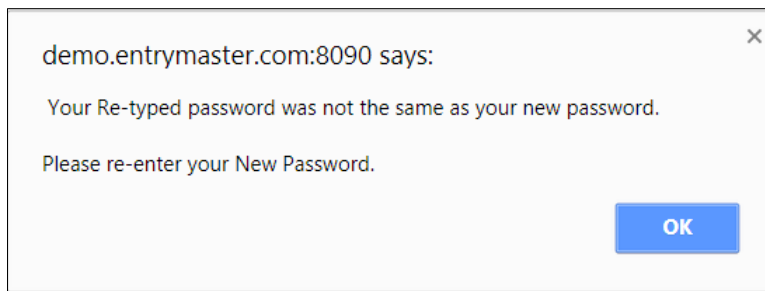


Figure 2-3-4. Entering Non-Identical New Passwords Alert

Upon successful changing your password, you will be returned to the *Main Menu*.