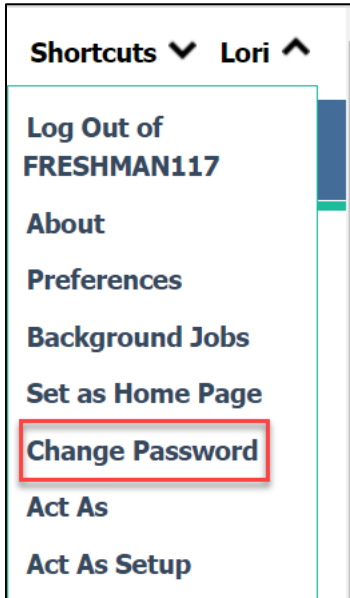


Managing Passwords

Market: Federal/State/Local, House, Senate

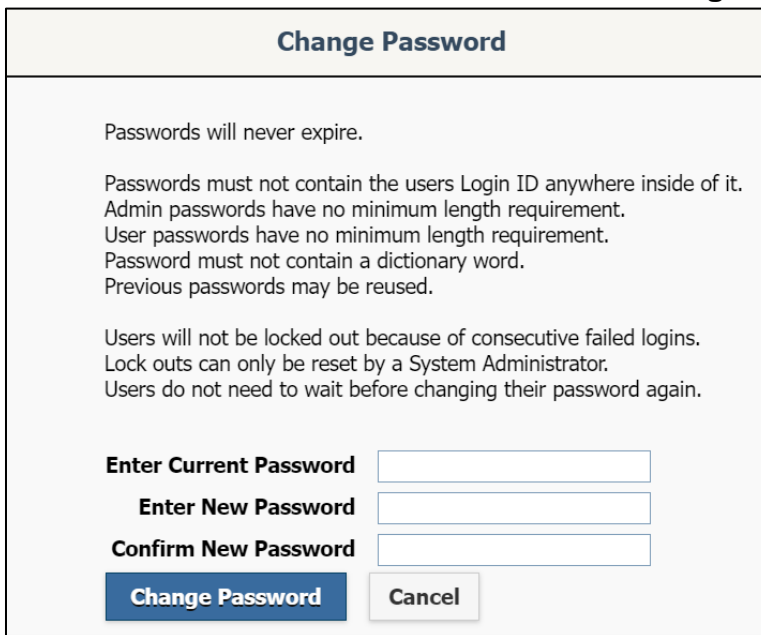
Description: These instructions teach users how manage their passwords in IQ.

1. Navigate to your user name and select **Change Password**.



A screenshot of a user profile dropdown menu. At the top, it says "Shortcuts" with a downward arrow and "Lori" with an upward arrow. Below this is a list of options: "Log Out of FRESHMAN117", "About", "Preferences", "Background Jobs", "Set as Home Page", "Change Password" (which is highlighted with a red rectangular box), "Act As", and "Act As Setup".

2. Enter the information for the fields and click **Change Password**.



A screenshot of the "Change Password" form. The title "Change Password" is at the top. Below the title, there are several lines of instructions: "Passwords will never expire.", "Passwords must not contain the users Login ID anywhere inside of it.", "Admin passwords have no minimum length requirement.", "User passwords have no minimum length requirement.", "Password must not contain a dictionary word.", "Previous passwords may be reused.", "Users will not be locked out because of consecutive failed logins.", "Lock outs can only be reset by a System Administrator.", "Users do not need to wait before changing their password again." Below the instructions, there are three input fields: "Enter Current Password", "Enter New Password", and "Confirm New Password". At the bottom, there are two buttons: "Change Password" (in blue) and "Cancel" (in grey).