How do I... Change my Password?

SCENARIO

My network password has changed and I'd like my TimeSaver password to be the same.

ACTION

- 1. Click Change Password at the top of the Navigation Bar to display the Change Password dialog box.
- 2. Type your current password in the Old Password text box
- 3. Type your new password in the New Password text box

Note: passwords are always case sensitive in TimeSaver. Double check the Caps Lock button before beginning this process.

Note: minimum length for passwords is **6** characters and the best passwords incorporate both letters and numbers.

- 4. Type the new password again in the Verify Password text box
- 5. Click the Change Password Now button.

	soft Internet Explorer						
Cha	nge Password						
User Name	train14			- 1 (-			
		14,	Employee	TRAIN14			
Old Password	•••••	ent	Pay Period		<u> </u>		
New Password		t Approvals Reports					
/erify Password	•••••	20	Wed 12/21	Thu 12/22	Fri 12/23	Sat 12/24	5
		8.00	0 8.00	8.00	8.00		
Change	Password Now Cancel	8.00	0 8.00	8.00	8.00		_
		27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31	
		B.00	0 8.00	8.00	8.00		
		B.01	0 8.00	8.00	8.00		
							-
							_
	Totals & Schedule Accruais Au	ıdits			Date	start 1	Tin
	fotals & Schedule Accruais Au	ıdits			Date Tue 12/3	Start 1 20 8:00AM	Tin 1
	fotals & Schedule & Accruais & Au All & Account	udits	Pay Code Am	ount Wage	Date Tue 12/2 Wed 12/	Start 1 20 8:00AM 21 8:00AM	Tin 4
1	Account Account 9999-999901-0402++++- -	udits F To	Pay Code Am Ital Hrs-b 80	ount Wage 00 800.0 ^	Date Tue 12/2 Wed 12/ Thu 12/2	Start 1 20 8:00AN 21 8:00AN 22 8:00AN	Tin 4 4
7	Totals & Schedule Accruais Au All All Account 9999-9999/01-0402/-/-/-/ 9999-9999/01-0402/-/-/-/	udits To To	Pay Code Am Intal Hrs-b 80 Intal Inserv 80	ount Wage 00 800.0 <u>^</u> 00 800.0	Date Tue 12/2 Wed 12/ Thu 12/2 Fri 12/2	Start 1 20 8:00AM 21 8:00AM 22 8:00AM 3 8:00AM	
7	All Account Account 9999-999901-0402/+/+/- 9999-99901-0402/+/+/- 9999-999901-0402/+/+/- 9999-99901-0402/+/+/-	udits To To Re	Pay Code Am stal Hrs-b	ount Wage 00 800.0 <u>^</u> 00 800.0 00 640.0	Date Tue 12/2 Wed 12/2 Thu 12/2 Fri 12/22 Sat 12/2	Start 1 8:00AM 21 8:00AM 22 8:00AM 3 8:00AM 4	
7	Account Account 9999-9999/01-0402/+/+/- 9999-9999/01-0402/+/+/- 9999-9999/01-0402/+/+/- 9999-9999/01-0402/+/+/-	udits To To Re Hc	Pey Code Am tal Hrs-b 80 tal Inserv 80 agular Ho 64 Jiday Elig 80	ount Wage 00 800.0 ∧ 00 800.0 00 640.0 00 800.0	Date Tue 12/2 Wed 12/ Thu 12/2 Fri 12/23 Sat 12/2 Sun 12/2	Start 1 20 8:00AM 21 8:00AM 22 8:00AM 3 8:00AM 4 25	Tio 6 6 6

Figure 1