

## 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.

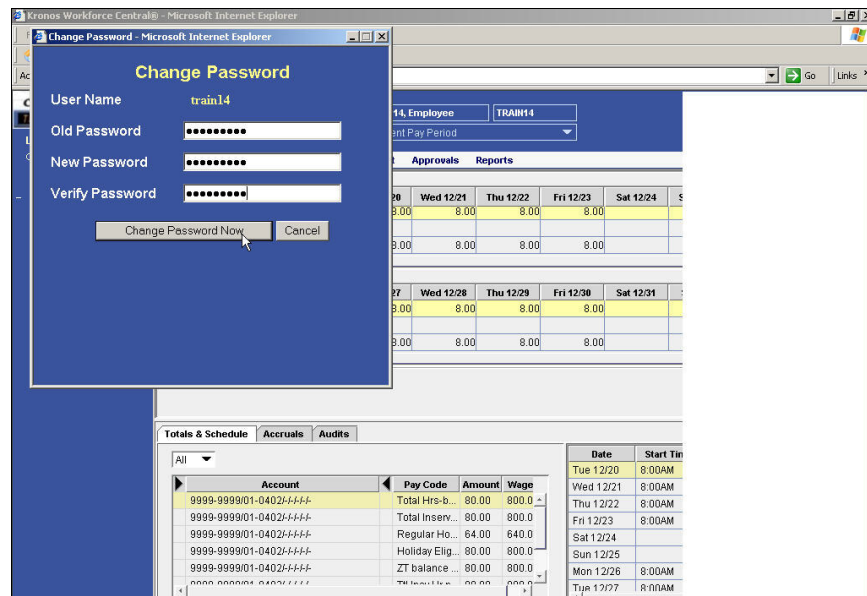


Figure 1