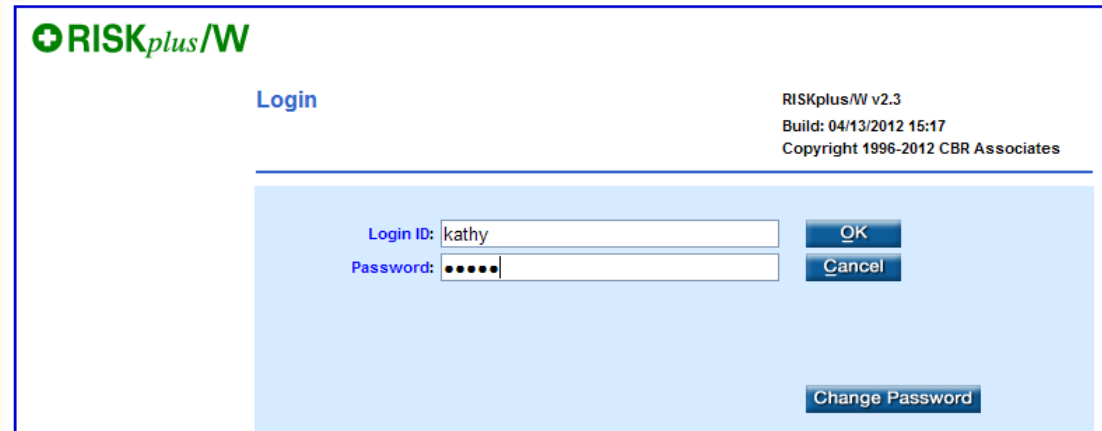


# How To Change Your Password

## RISKplus/W

The RISKplus/W login page has the 'Change Password' button.

1) You MUST first enter your unique loginID AND password:

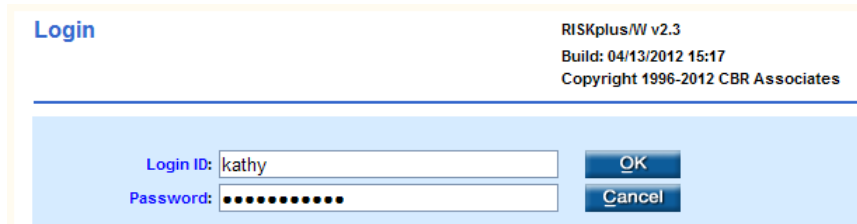


2) Then click on the 'Change Password' button to see this form:



- Enter your old password.
- Enter your new password TWICE
- click on SAVE.

3) You then will be returned to the Login page where you need to enter your current loginID, your new password AND click on OK.

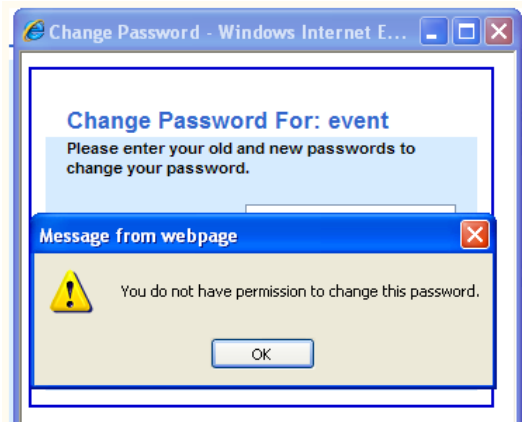


Note:

You will **NOT** be allowed to change the password for any 'generic' login used by many users. This is the message that will appear if you do:

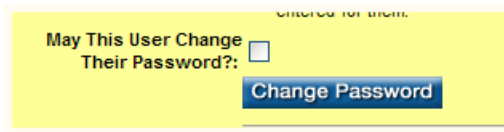
# How To Change Your Password

RISKplus/W



## Risk Manager:

Anyone user with a unique loginID that does NOT belong to Staff/Employee Security Group should usually be allowed to change their password. If the user is assigned to the Staff/Employee Security Group – they should NOT have permission to change their password (you must UNCHECK the option when creating the record):



## User Forgot Password:

If the user has forgotten their password, there is NO reset password. You need to delete their user record (print out the page first) and then re-add them. Adding a new user record allows you to enter a new loginID and password:

