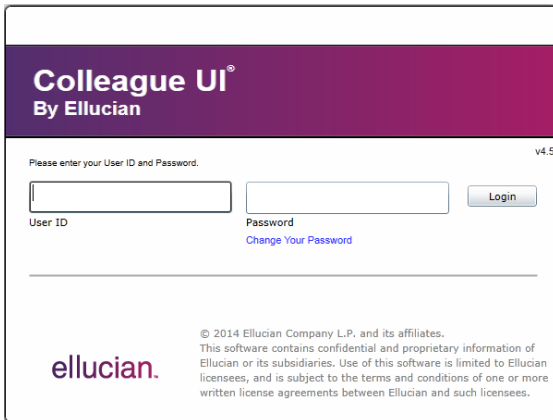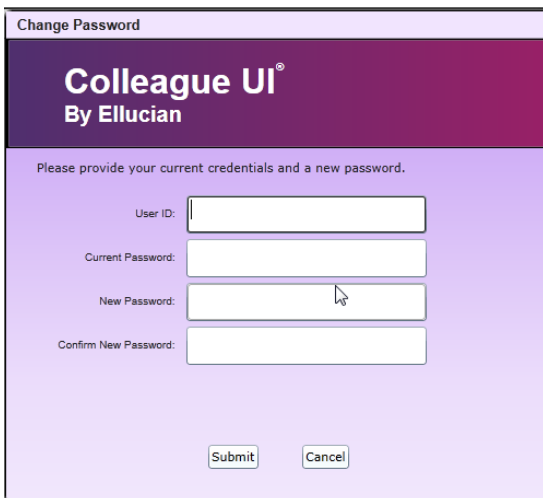**CHANGING YOUR COLLEAGUE PASSWORD**

If you **do not know** your Colleague password or have forgotten it, you need to create a Help Desk ticket for an IT staff member to reset it for you. You will receive instructions via email as to how to create a new one.

If you **know** your existing password but wish to change it, get to the login screen as shown and click on Change Your Password.

Enter your User Name, all upper case and the current password. Enter a new password and confirm the new password by entering it again. Click Submit. Your password has been changed.

Another way to change the existing known password **while logged in** is to click on Options, Change Password.