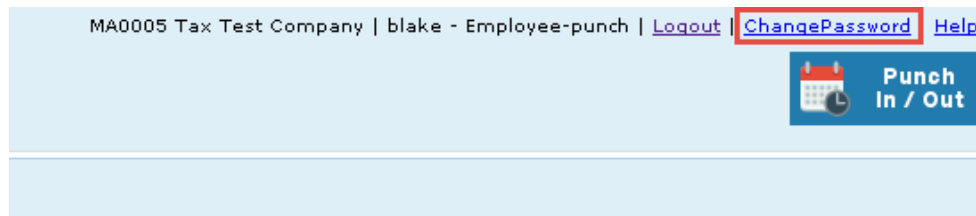


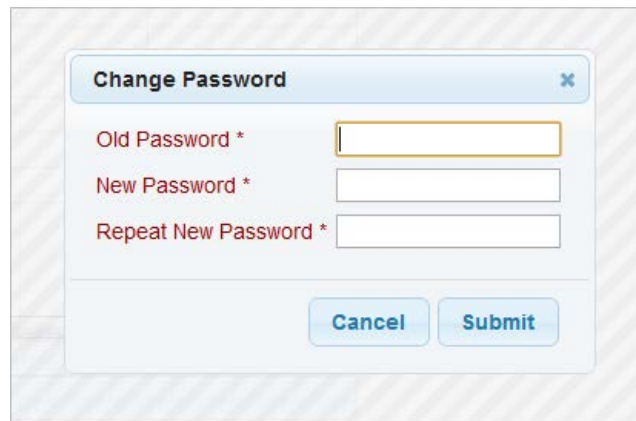
Change an Existing

You can change your password from any screen in Time Management. You have to be logged into your account to do so.

1. Click on the **Change Password** link in the top-right corner of any page.



The site displays the **Change Password** dialog.

A screenshot of a 'Change Password' dialog box. The dialog has a title bar with 'Change Password' and a close button. It contains three input fields: 'Old Password *', 'New Password *', and 'Repeat New Password *'. Below the input fields are two buttons: 'Cancel' and 'Submit'.

2. Enter your current password in the **Old Password** box.
3. Enter your new password in the **New Password** and **Repeat New Password** boxes.
4. Click **Submit** to save your new password.

Note: You cannot change your password more than once per day. If you need it changed more than once in 24 hours, contact your administrator.