

# TEMPORARY PASSWORD INSTRUCTIONS

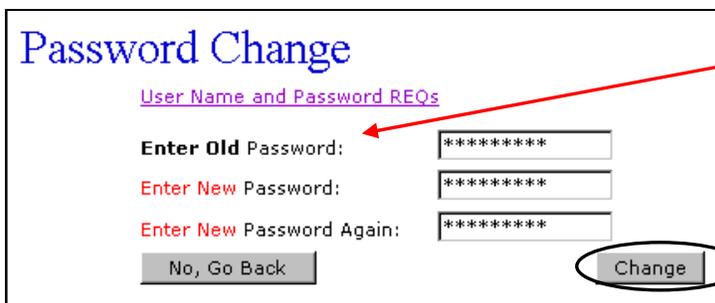
The following are instructions for changing your temporary password.

**Questions or difficulties logging in should be addressed to your Agencies OPUS System Administrator prior to contacting OPUS Helpdesk**

1. On the 'Login' screen, type the 'Your User Name' and the temporary password you received via email. The user will be prompted to change it on the next screen. The 'User Name' is not case sensitive. The 'Password' *is* case sensitive.



2. Click the 'Login' button.
3. The 'Change Password' screen will appear. For the 'Old Password'; type the temporary password again.



*Temporary Password is the 'Old Password'*

4. Type a new password (this will be the permanent one to use on a regular basis unless there is a password reset). Permanent passwords need to be at least eight (8) characters, at least one upper-case letter, at least one lower-case letter, and at least one number or special character in the middle somewhere (characters such as #, \*, -, @, \$). If the number or special character is at the beginning or end, it doesn't count toward the one not at the beginning or end.
5. In the next box, re-type your new password, to confirm.
6. Click the 'Change' button.