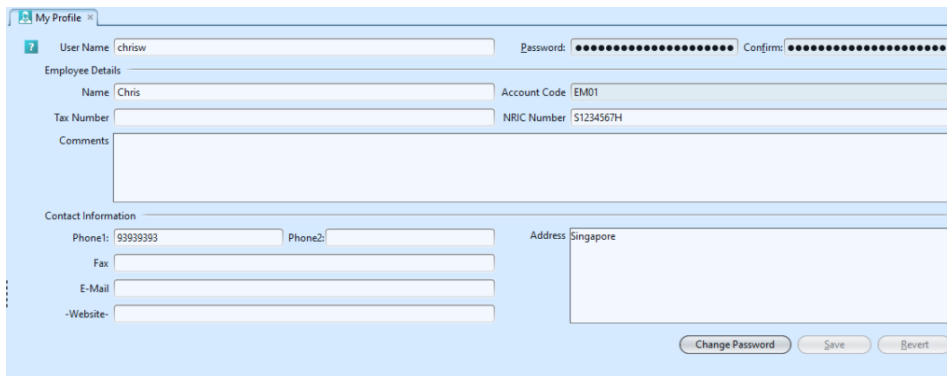


# How to Change Password?

After user login to Samooha application, user will be shown **"My Profile"** view as shown below



The screenshot shows the 'My Profile' page with the following fields:

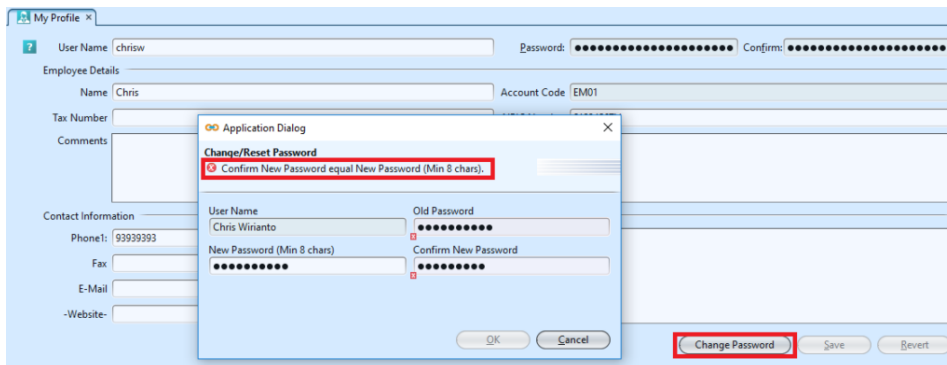
- User Name: chrisw
- Password: [masked]
- Confirm: [masked]
- Employee Details:
  - Name: Chris
  - Account Code: EM01
  - Tax Number: [empty]
  - NRIC Number: S1234567H
  - Comments: [empty text area]
- Contact Information:
  - Phone1: 93939393
  - Phone2: [empty]
  - Fax: [empty]
  - E-Mail: [empty]
  - Website: [empty]
  - Address: Singapore

Buttons at the bottom right: Change Password, Save, Revert.

## To Change Password:

1. To modify the current password click on **"Change Password"** button on the bottom right of the screen. An application dialog will pop up for user to change the password.

2. Enter the current password\* in the **"Old Password"** field



The screenshot shows the 'My Profile' page with a 'Change/Reset Password' dialog box open. The dialog box has the following fields:

- User Name: Chris Wirianto
- Old Password: [masked]
- New Password (Min 8 chars): [masked]
- Confirm New Password: [masked]

Buttons in the dialog: OK, Cancel. Buttons on the main page: Change Password (highlighted with a red box), Save, Revert.

3. Enter the new password and re-enter the new password\* in the **"Confirm New Password"** field. System will prompt error, if the password in both the fields **"New Password"** and **"Confirm New Password"** are not the same.

**\*Note:** password entered must be at least 8 characters length and contains the following:

- at least 1 upper-case / capital letter
- at least 1 lower-case letter

- at least 1 number
- at least 1 symbol (i.e. @, !, \$, etc)

For example: Goomi@123, January\$1980, Samuel99!

4. Click on the ***“Cancel”*** button to undo changing password.
  5. Click on the ***“OK”*** button to save the new password
-