

Change Own Password

Users can **change** their own **password** after logging in to the Therap application.

1. Once logged on, the **Dashboard** page will be displayed. Click on the **Settings** tab from the dashboard.

Program: No Program Selected Choose Program Profile: Initial Module: <input type="text" value="Search"/>																			
To Do Individual Health Agency Admin Agency Reports Individual Home Page Settings	<table border="1"> <thead> <tr> <th colspan="2">Modules</th> <th>High</th> <th>Medium</th> <th>Low</th> </tr> </thead> <tbody> <tr> <td> T-Log - New Search View </td> <td>6</td> <td>1</td> <td>1</td> </tr> <tr> <td> ISP Data - New Search Acknowledge </td> <td></td> <td>7</td> <td></td> </tr> <tr> <td> Individual Data - Search Worklist </td> <td></td> <td>4</td> <td></td> </tr> </tbody> </table>	Modules		High	Medium	Low	T-Log - New Search View	6	1	1	ISP Data - New Search Acknowledge		7		Individual Data - Search Worklist		4		Issue Tracking My Issues SComm Inbox Sent Items Compose Drafts Custom User Group Classes Overdue Due View Sign ups View Results/Notes Training History Training Profile
Modules		High	Medium	Low															
T-Log - New Search View	6	1	1																
ISP Data - New Search Acknowledge		7																	
Individual Data - Search Worklist		4																	

2. Click on the **Change** link next to the **Password** option on the Settings tab.

Program:

No Program Selected

Choose Program

Profile:

Initial

Module:

Search

To Do

Individual

Health

Agency

Admin

Agency Reports

Individual Home Page

Settings

My Settings

Personal Details	Edit
Self Password Reset	Configure
Super Admin List	View
Password	Change
Test Mode	On Off
SComm Settings	Configure
Individual Home Shows	All Recently Accessed

Issue Tracking

My Issues

SComm

Inbox

Sent Items

Compose

Drafts

Custom User Group

Classes

Overdue

Due

View Sign ups

View Results/Notes

Training History

Training Profile

3. On the Change Password page that appears:

- Enter the current password in the **Current Password** field.
- Enter the new password in the **New Password** field.
- Confirm the new password by retyping it in the **Confirm New Password** field.

Change Password of John Albert

Login Namejohn

* Current Password

.....

* New Password

.....

WeakMediumStrong

* Confirm New Password

.....

Password Policy

▼


CancelBack

Change Password

4. The bar beside this field will indicate the strength of the new password. One can review the agency's password policies under the **Password Policy** section.

Change Password of John Albert

Login Name	john			
* Current Password	<input type="password" value="....."/>			
* New Password	<input type="password" value="....."/>	Weak	Medium	Strong
* Confirm New Password	<input type="password" value="....."/>			

Password Policy		
Minimum length of password	8	
Minimum number of upper case letters	0	
Minimum number of digits	0	
Minimum number of other characters (!@#\$%^&*;"', etc.)	0	

5. Click on the **Change Password** button to save the new password.

<input type="button" value="Cancel"/>	<input type="button" value="Back"/>	<input type="button" value="Change Password"/>
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