

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: Profile: Module: | No Program Selected Initial Search |] | | | Choose Program | |
|---------------------------------|--|------|--------|-----|--|--|
| To Do | Modules | High | Medium | Low | Issue Tracking | |
| Individual | T-Log - New Search View | 6 | 1 | 1 | SComm | |
| Health | ISP Data - New Search Acknowledge | | 7 | | Inbox Sent Items Compose | |
| Admin | Individual Data - Search Worklist | | 4 | | Drafts Custom User Group | |
| Agency Reports | | | | | Classes ' | |
| Individual Home Page | | | | | Due View Sign ups View Results/Notes | |
| Settings 🔶 | | | | | Training History Training Profile | |

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

Person-Centered. Data-Driven.

| Program: Profile: Module: | No Program Selected Initial Search | Choose Program |
|---------------------------------|---|--|
| To Do | My Settings | Issue Tracking |
| Individual | Personal Details Edit | SComm " |
| Health | Self Password Reset Configure | Inbox |
| Agency | Super Admin List View | Sent Items Compose |
| Admin | Password Change | Drafts Custom User Group |
| Agency | Test Mode On Off | Classes |
| Reports | SComm Settings Configure | Overdue |
| Individual Home Page | Individual Home Shows All Recently Accessed | Due View Sign ups |
| | | View Results/Notes Training History |
| Settings | | 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 Name * Current Password | john | | |
|---|--------|---------------------------------|-----------------|
| * New Password * Confirm New Password | •••••• | Weak Medium <mark>Strong</mark> | |
| Password Policy | | | ~ |
| Cancel Back | | | 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 | | | | | | |
| * New Password | ••••• | | Weak | Medium | Strong | |
| * Confirm New Password | •••••• | | | | | |
| Password Policy | | | | | | |
| Minimu | m 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.

