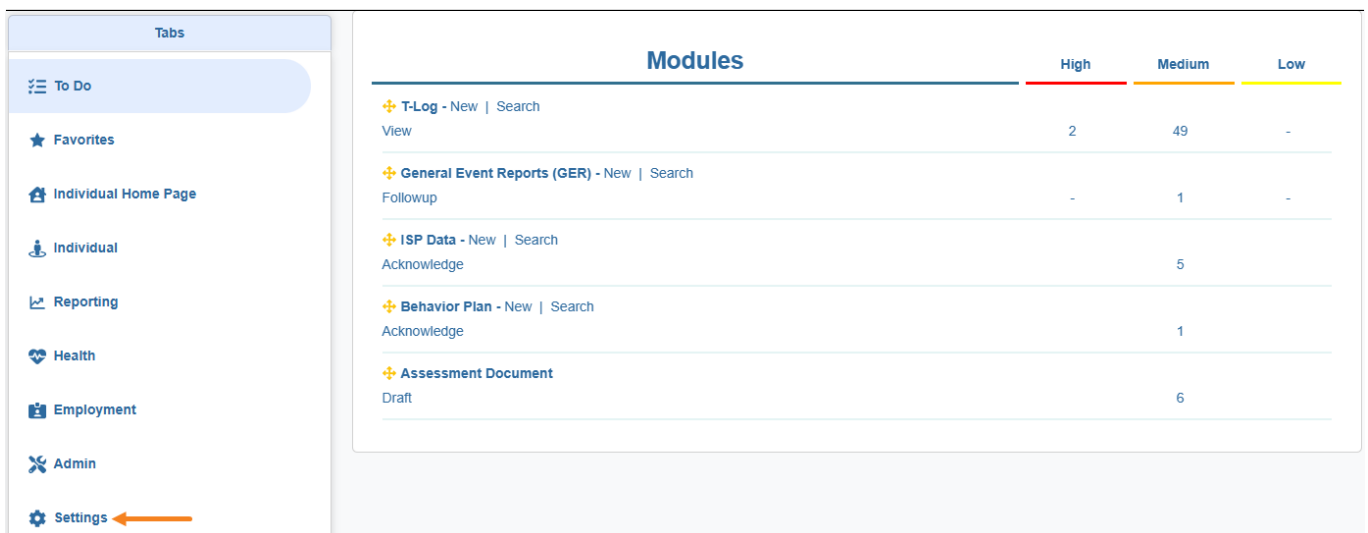


Change Own Password

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.



The screenshot shows the Therap application dashboard. On the left is a sidebar with navigation tabs: To Do, Favorites, Individual Home Page, Individual, Reporting, Health, Employment, Admin, and Settings. The Settings tab is highlighted with an orange arrow. The main content area displays a table titled 'Modules' with columns for High, Medium, and Low priority items.

	High	Medium	Low
T-Log - New Search View	2	49	-
General Event Reports (GER) - New Search Followup	-	1	-
ISP Data - New Search Acknowledge		5	
Behavior Plan - New Search Acknowledge		1	
Assessment Document Draft		6	

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

Section	Action
Favorites Section Order	Configure
Individual Home Shows	All Recently Accessed
One Time Passcode Trusted Devices	Manage
Password	Change
Personal Details	Edit
Privileges	Refresh
SComm Settings	Configure
Self Password Reset	Configure
Super Admin List	View
Test Mode	On Off
Two Factor Authentication	Configure

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

Password Policy ▼

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"/>
* New Password	<input type="password"/> Weak Medium Strong
* Confirm New Password	<input type="password"/>

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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