

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 Profile: Initial Module: <input type="text" value="Search"/>		Choose Program																		
To Do Individual Health Agency Admin Agency Reports Individual Home Page Settings	Modules <table border="1"> <thead> <tr> <th></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>				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
	High	Medium	Low																	
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2. Click on the **Change** link next to the **Password** option on the Settings tab.

Program:	No Program Selected	Choose Program
Profile:	Initial	
Module:	<input type="text" value="Search"/>	

To Do	<h3>My Settings</h3>	Issue Tracking														
Individual	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Personal Details</td> <td style="text-align: right;">Edit</td> </tr> <tr> <td>Self Password Reset</td> <td style="text-align: right;">Configure</td> </tr> <tr> <td>Super Admin List</td> <td style="text-align: right;">View</td> </tr> <tr> <td>Password</td> <td style="text-align: right;">Change</td> </tr> <tr> <td>Test Mode</td> <td style="text-align: right;">On Off</td> </tr> <tr> <td>SComm Settings</td> <td style="text-align: right;">Configure</td> </tr> <tr> <td>Individual Home Shows</td> <td style="text-align: right;">All Recently Accessed</td> </tr> </table>	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	My Issues
Personal Details	Edit															
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Agency		Inbox Sent Items Compose Drafts Custom User Group														
Admin		Classes														
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Individual Home Page																
Settings																

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" 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.

Cancel	Back	Change Password
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