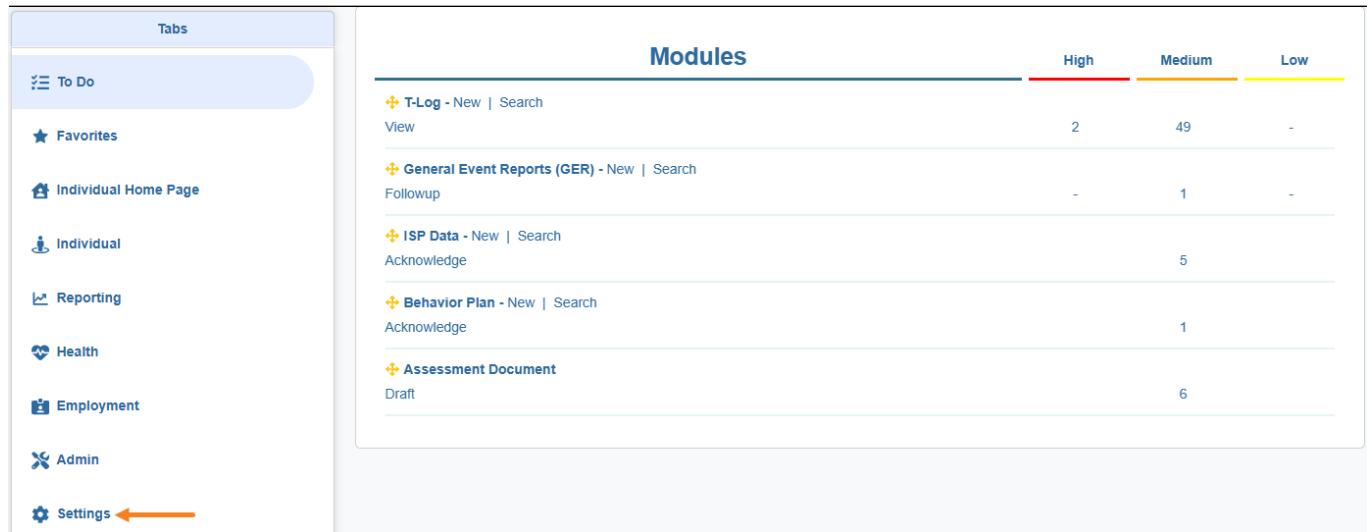


Change Own Password

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 Global dashboard. On the left, a sidebar titled 'Tabs' lists several options: 'To Do' (highlighted in blue), 'Favorites', 'Individual Home Page', 'Individual', 'Reporting', 'Health', 'Employment', 'Admin', and 'Settings' (highlighted with an orange arrow). The main content area is titled 'Modules' and lists five items: 'T-Log - New | Search' (View: 2, Priority: High), 'General Event Reports (GER) - New | Search' (Followup: 1, Priority: Medium), 'ISP Data - New | Search' (Acknowledge: 5, Priority: Low), 'Behavior Plan - New | Search' (Acknowledge: 1, Priority: Low), and 'Assessment Document' (Draft: 6, Priority: Low). A horizontal bar at the top of the 'Modules' section indicates priority levels: High (red), Medium (orange), and Low (yellow).

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

Tabs	Sections
 To Do	
 Favorites	
 Individual Home Page	
 Individual	
 Reporting	
 Health	
 Employment	
 Admin	
 Settings	

My Settings

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	Weak	Medium	Strong
* New Password			
* Confirm New Password			

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



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.