



CHANGE YOUR PASSWORD

PURPOSE

This document will provide step by step instructions for users to change their password on the CalATERS Global system. Every 90 days, passwords will expire, and users will be required to update their password.

ASSUMPTIONS

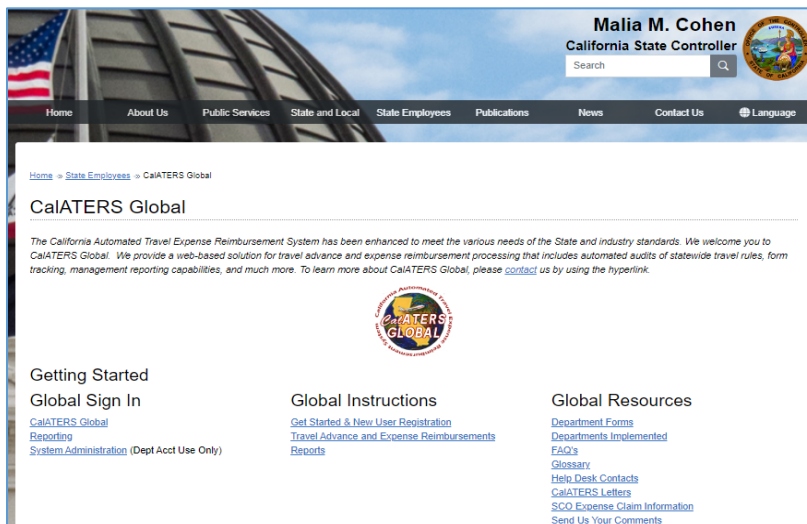
The user has completed the New User Registration process and has CalATERS Global access with User ID and current password.

TARGET AUDIENCE

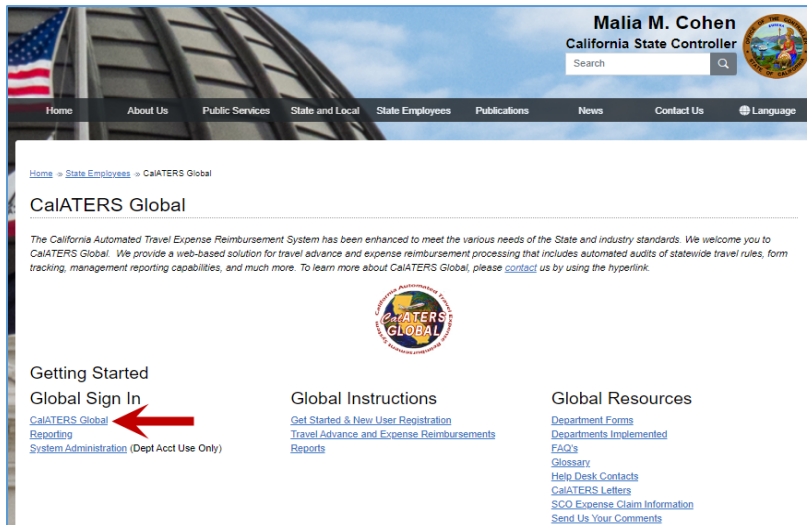
All registered CalATERS Users

SIGNING INTO CALATERS GLOBAL

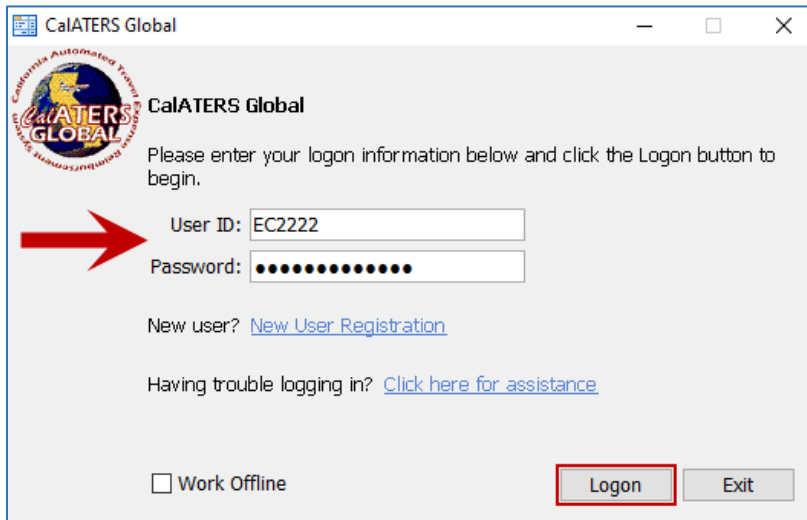
- 1) Go to the CalATERS Global website at https://www.sco.ca.gov/calaters_global.html.



2) Select the **CalATERS Global** link located under the title 'Global Sign In'.



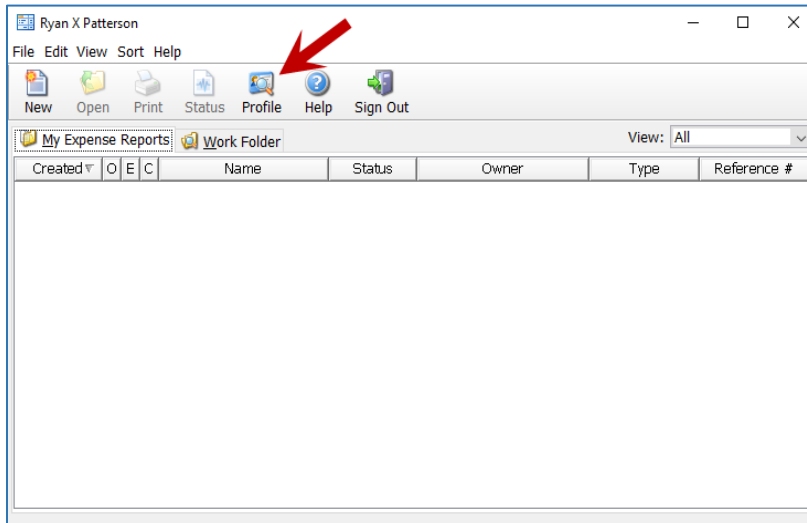
3) After the CalATERS Global Sign In window appears, enter in your **User ID** and **Password**. Then select the **Logon** button.



USER'S WORK QUEUE

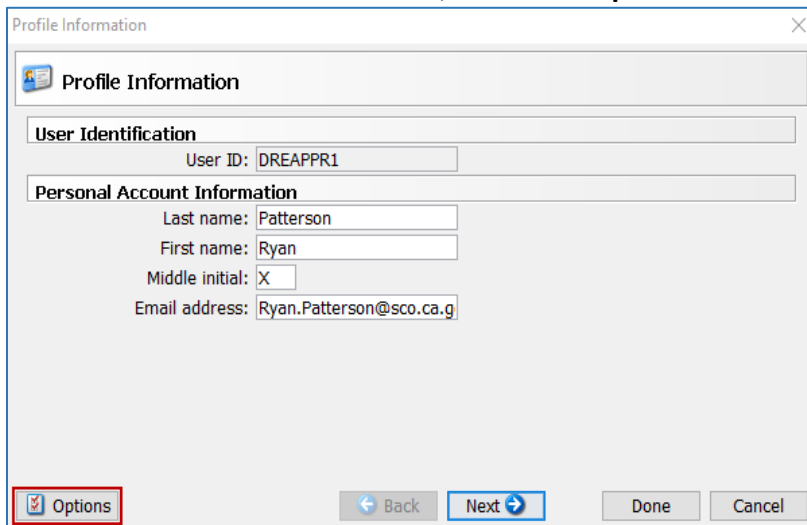
4) Work Queue

The Work Queue is the initial screen that displays after you sign-in to CalATERS Global. From the top of the Work Queue, select the **Profile** icon.



5) Profile Information

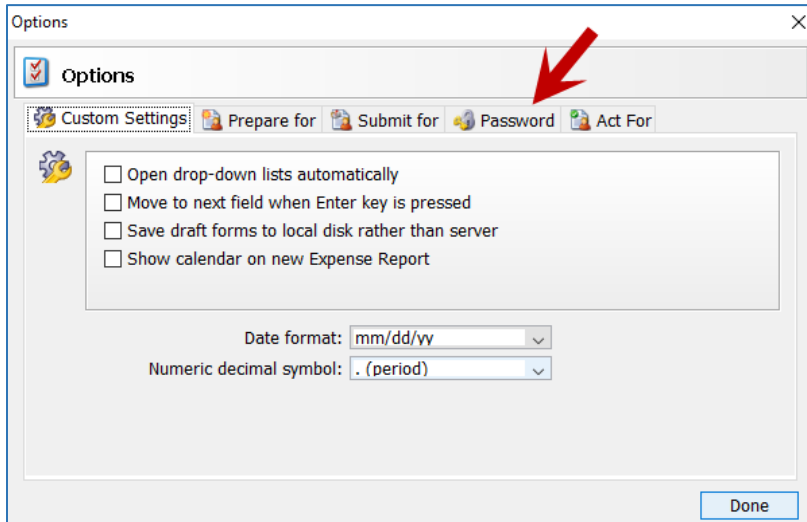
On the Profile Information screen, select the **Options** button.



The screenshot shows a "Profile Information" window with a close button (X) in the top right. It contains a "Profile Information" header and two sections: "User Identification" with a "User ID" field containing "DREAPPR1", and "Personal Account Information" with fields for "Last name" (Patterson), "First name" (Ryan), "Middle initial" (X), and "Email address" (Ryan.Patterson@sco.ca.g). At the bottom, there are four buttons: "Options" (highlighted with a red box), "Back", "Next", "Done", and "Cancel".

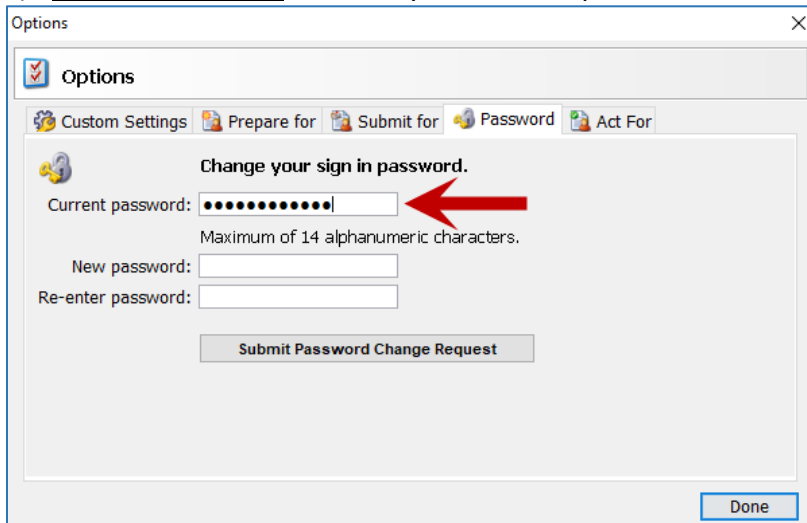
6) **Options**

On the Options screen, select the **Password** tab.



7) **Password**

a) **Current Password:** Enter in your Current password.



b) **New Password:** Enter in your NEW password and RE-ENTER password again. Then select the **Submit Password Change Request** button.

Password Rules:

- Minimum password length is 8
- Maximum password length is 14
- At least one uppercase alphabetic character
- At least one lowercase alphabetic character
- At least one numeric digit
- At least one punctuation character (\$, !, %, ^)
- Passwords expire every 90 days

The screenshot shows a dialog box titled 'Options' with a close button (X) in the top right corner. Below the title bar is a tabbed interface with five tabs: 'Custom Settings', 'Prepare for', 'Submit for', 'Password', and 'Act For'. The 'Password' tab is selected. The main content area is titled 'Change your sign in password.' and contains three password input fields: 'Current password:', 'New password:', and 'Re-enter password:'. The 'New password' field is highlighted with a red arrow. Below the 'Re-enter password' field is a button labeled 'Submit Password Change Request' which is enclosed in a red rectangular box. At the bottom right of the dialog is a 'Done' button.

c) **Incorrect Password:** If passwords did not match or did not meet password rules in Step 7b, you will receive an 'entries do not match' pop-up and will need to repeat Step 7b.

This screenshot is similar to the one above, showing the 'Options' dialog box with the 'Password' tab selected. However, a yellow warning pop-up with a triangle icon and the text 'entries do not match.' is overlaid on the 'Submit Password Change Request' button. A red arrow points to this pop-up. The 'Done' button is visible at the bottom right.

8) **Success!**

You have now successfully changed your password. Select the **Ok** button.

