

#### **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 <a href="https://www.sco.ca.gov/calaters\_global.html">https://www.sco.ca.gov/calaters\_global.html</a>.



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

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Home About Us Publi	c Services State and Local State Employee	s Publications	News	Contact Us	Language
Home + State Employees + CalATERS Global					
The California Automated Travel Expense Re CalATERS Global. We provide a web-based tracking, management reporting capabilities,	umbursement system has been enhanced to meet I solution for travel advance and expense reimburse and much more. To learn more about CalATERS G	the various needs of the ement processing that in lobal, please <u>contact</u> us	State and industr cludes automated by using the hype	y standards. We weld audits of statewide tr erlink.	come you to ravel rules, form
	CLOBAT	and Exemption			
Getting Started					
Global Sign In	Global Instructions		Global Re	sources	
CalATERS Global Reporting System Administration (Dept Acct Use Only)	Get Started & New User Registratio Travel Advance and Excense Reimt Reports	n sursements	Department Form Departments Impl FAQ's Glossary Help Desk Contar CalATERS Letters SCO Expense Cli Sco Expense Cli	s iemented 2s s im Information mments	

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

🔠 CalATERS G	lobal	_		$\times$
ATERS	CalATERS Global Please enter your logon information below and click begin.	the Logor	n button	to
$\rightarrow$	User ID: EC2222			
	New user? New User Registration			
	Having trouble logging in? <u>Click here for assistance</u>			
	Work Offline	ogon	Exit	

#### **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.

Profile Information				$\times$
Profile Information				
User Identification				
User ID:	DREAPPR1			
Personal Account Inform	ation			
Last name:	Patterson			
First name:	Ryan			
Middle initial:	X			
Email address:	Ryan.Patterson@sco.ca.g			
S Options	G Back	Next 文	Done	Cancel

# 6) Options

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

Options	×	
🔰 Op	otions	
💑 Cu	stom Settings  🎦 Prepare for  Submit for 🥠 Password 😭 Act For	
	<ul> <li>Open drop-down lists automatically</li> <li>Move to next field when Enter key is pressed</li> <li>Save draft forms to local disk rather than server</li> <li>Show calendar on new Expense Report</li> </ul>	
	Date format: mm/dd/vy v	
	Done	

## 7) Password

a) <u>Current Password</u>: Enter in your Current password.

Opti	ons	×	:
Ž	Options		
ş	👌 Custom Settings	월 Prepare for  🔞 Submit for 🥠 Password  웥 Act For	
	4	Change your sign in password.	
	Current password:	••••••	
		Maximum of 14 alphanumeric characters.	
	New password:		
	Re-enter password:		
		Submit Password Change Request	
		Done	

 b) <u>New Password</u>: 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

Options	×
Ø Options	
🍪 Custom Settings  🏦 Prepare for  Submit for 引 Password 🔮 Act For	
🌍 Change your sign in password.	
Current password:	
Maximum of 14 alphanumeric characters.	
New password:	
Re-enter password:	
Submit Password Change Request	
Done	]

c) <u>Incorrect Password:</u> 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.

Options	×
Ø Options	
ở Custom Settings  🏦 Prepare for 📸 Submit for 🍕 Password 🔮 Act For	
Change your sign in password.	
Maximum of 14 alphanumeric characters.	
Re-enter password:	
entries do not match.	
	Done

# 8) Success!

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

