



How to Change my Password?

It is highly recommended to regularly change your own password. With AW, you will be required to change your password at first login. Further the password expiration will be set to 30 days, hence you will be required to change accordingly when the expiration date is due.

This is done as follows:

1. Once **My Profile – Update** screen is displayed, go to the **Authentication Tab**
2. Enter your new password
3. Repeat your new password



4. Once completed, click on the **Verify the document icon**



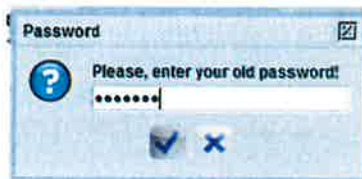
5. Click  on the **Message** window



6. Click on the **Validate icon**



7. The system will ask you to enter your old password





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As an example

Original Color and SAD labels



After changing the **Look & feel theme** and **Language** the screen will appear as follows

