



SECURITY & IT

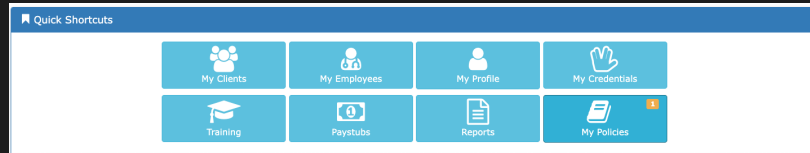
BUSINESS MODEL SOFTWARE TRAINING

Good Looking



Policy Updates

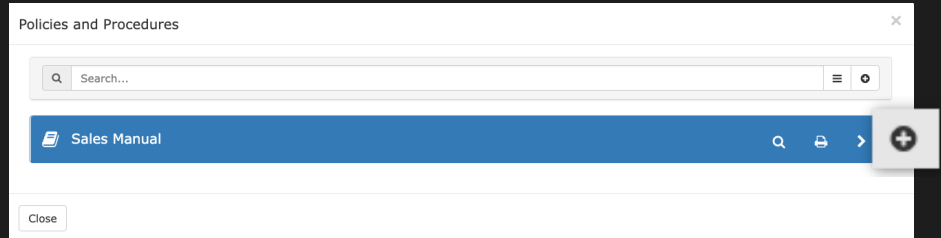
- 1 Go to 'Quick Shortcuts'**
 - On your home page, scroll to the bottom of the page to the 'Quick Shortcuts' section.



- 2 Click 'My Policies'**
 - In the Quick Shortcuts section, choose the 'My Policies' option.



- 3 Add a New Policy**
 - When the 'Policies and Procedures' page opens, click on the '+' sign to the far right of the search bar.



- 4 Input the Policy Information**
 - When the 'Add Policy and Procedure' form opens, complete the required fields with the Policy information.
 - Choose the Status of the policy at the bottom drop down.
 - Don't forget to click 'Submit.'

Add Policy and Procedure

Policy #

Policy Name

Manual

Category

Purpose

H1 H2 H3 H4 H5 H6 P pre **B** *I* U

Policy

H1 H2 H3 H4 H5 H6 P pre **B** *I* U

Procedure

H1 H2 H3 H4 H5 H6 P pre **B** *I* U

Status

Cancel

Submit

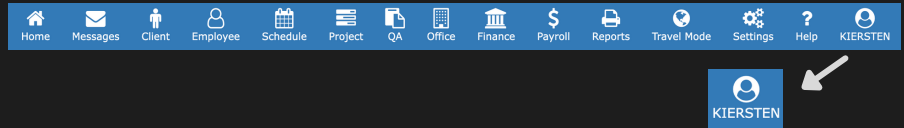


Reset a Password

1

Go to 'Your Name' Tab

- On your home page, click the tab with your name at the top tool bar on the far right



2

Update Password

- On the Update User account page, click on the "Update Password" button. A form will open.

Update User Account

First Name: KIERSTEN

Last Name: RATHKE

Username: kierstenrathke@gmail.com

E-mail: [Empty]

Phone number: (361)742-9877

Update Password

I agree to the terms of EULA [Click here to view the statement](#)

3

Create New Password

- In the form, type in your current password along with the new password you would like to update it to.
- Make sure to keep in mind the character count requirements and case sensitivity.
- Don't forget to click submit

Update Password

Old Password: [Input Field]

Your password must be between 8 and 20 characters. Passwords are CaSe sENSitIVE!

New Password: [Input Field]

Confirm Password: [Input Field]

Cancel Submit

Submit