SECURITY & IT

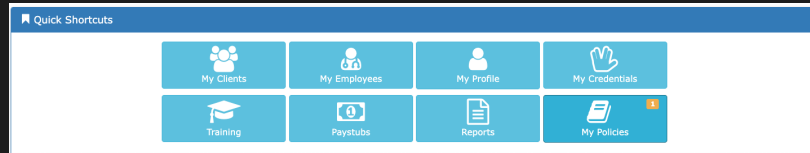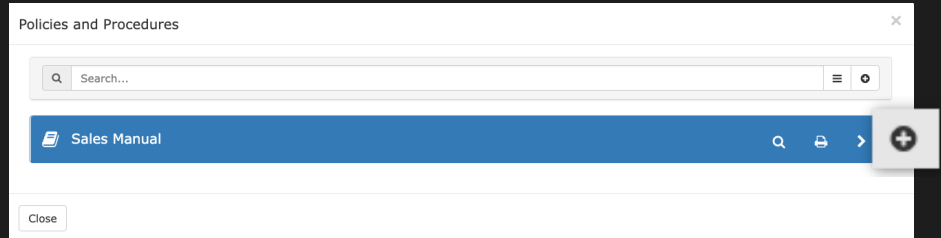## BUSINESS MODEL SOFTWARE TRAINING

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.
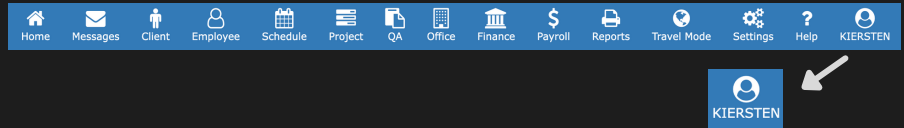- Don't forget to click 'Submit.'

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.

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:

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

New Password:

Confirm Password:

Cancel   Submit

Submit