HOW TO: CHANGE PASSWORD FOR CPS 12

Welcome to the CPS 12.0 Change Password article!

The following instructions will guide you through changing your password for CPS 12.0 which **occurs every 90 days**..
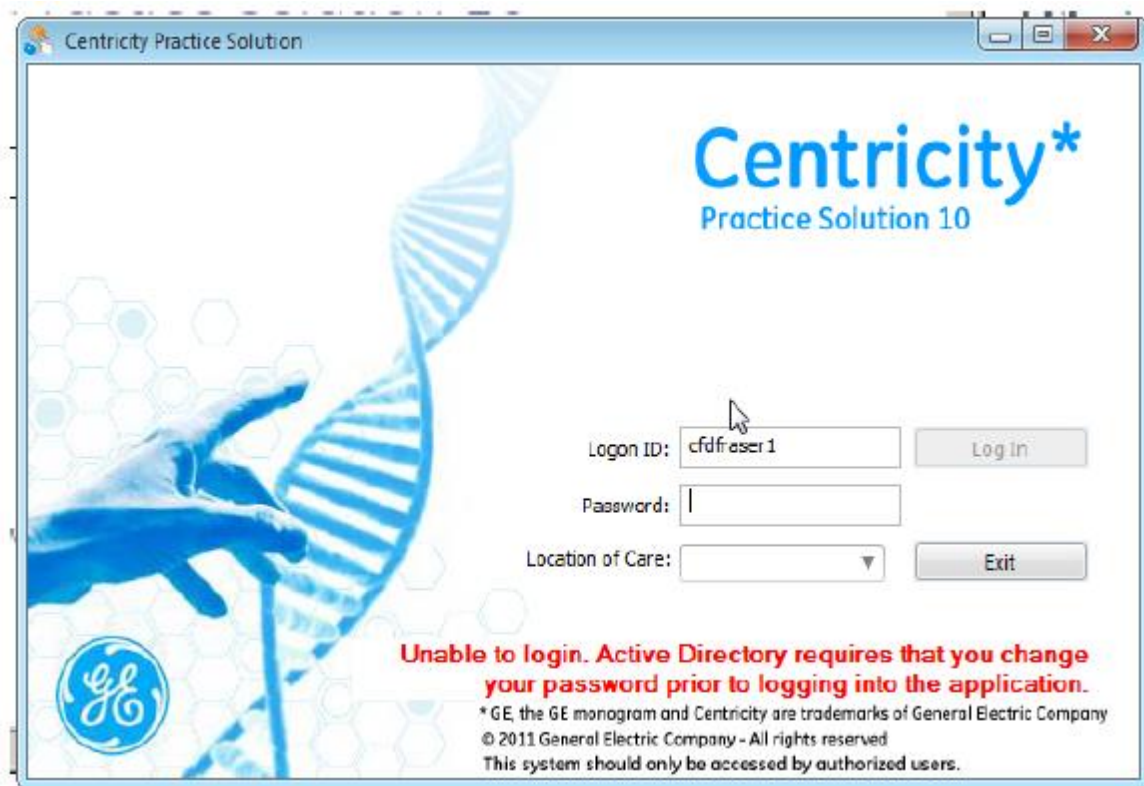
Password Requirements:

Your password should include combinations of letters, numbers and special characters. The **password length must be at least 5 characters** or it will not accept the change and give you an error. Also, you **may not use the previous five passwords**.

Once you have used your password for 90 days, you will receive the error below. Please do not be alarmed!
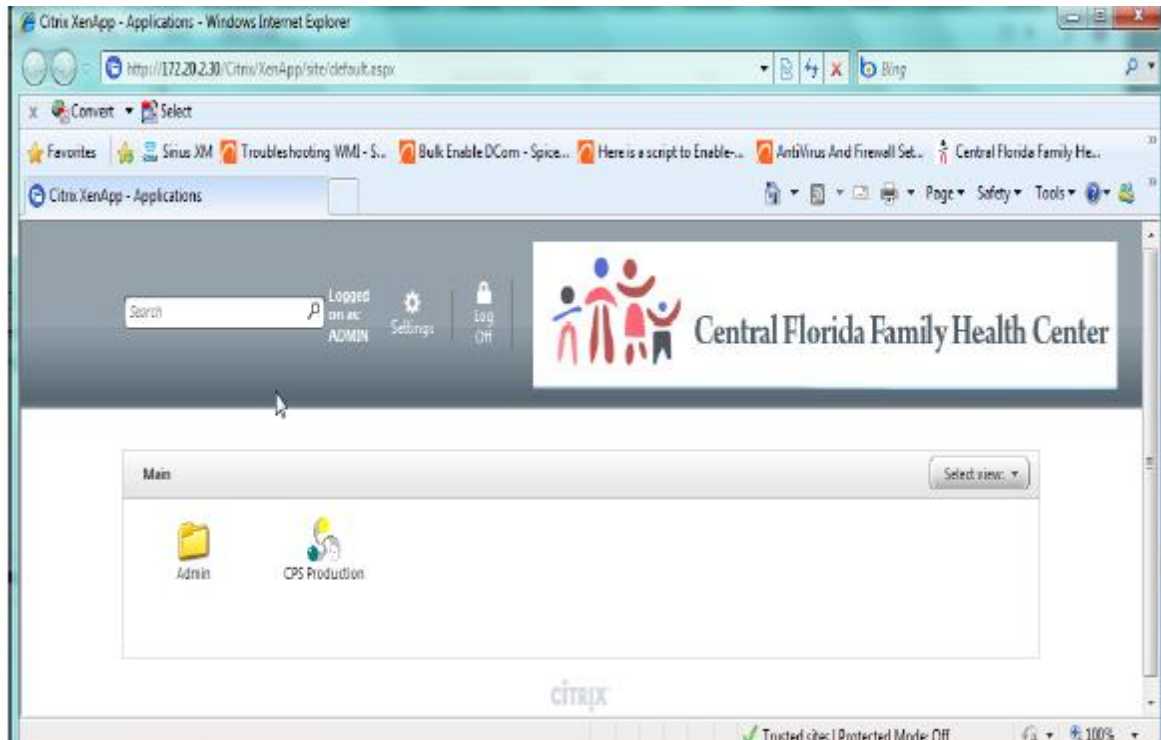
Please follow the steps below:

Click the <EXIT> button and close the loading status screen so that you can see your CPS screen with the CPS Production icon.
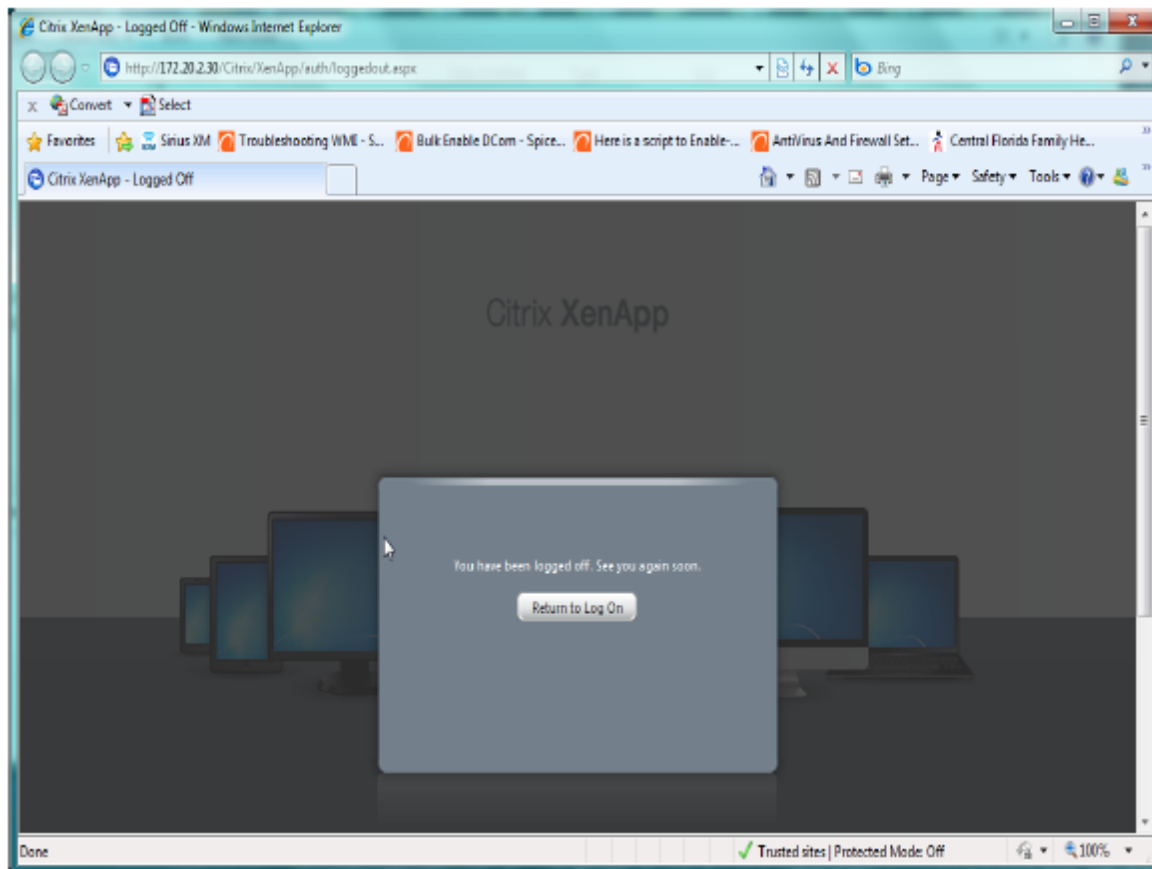
In between the True Health Banner and Settings in the middle of the window, you will see the icon or button that says "Log Off" with a padlock picture. Click it to move on to the next screen.

Now you will see a black window with the words "Return to Log On." Click this to move back to a default log in screen.

At this screen, re-enter your **User Name** and **CURRENT Password.** If correct, you will go on to the next screen!

The next screen is where you will enter your current password and then follow with a new password entry twice.
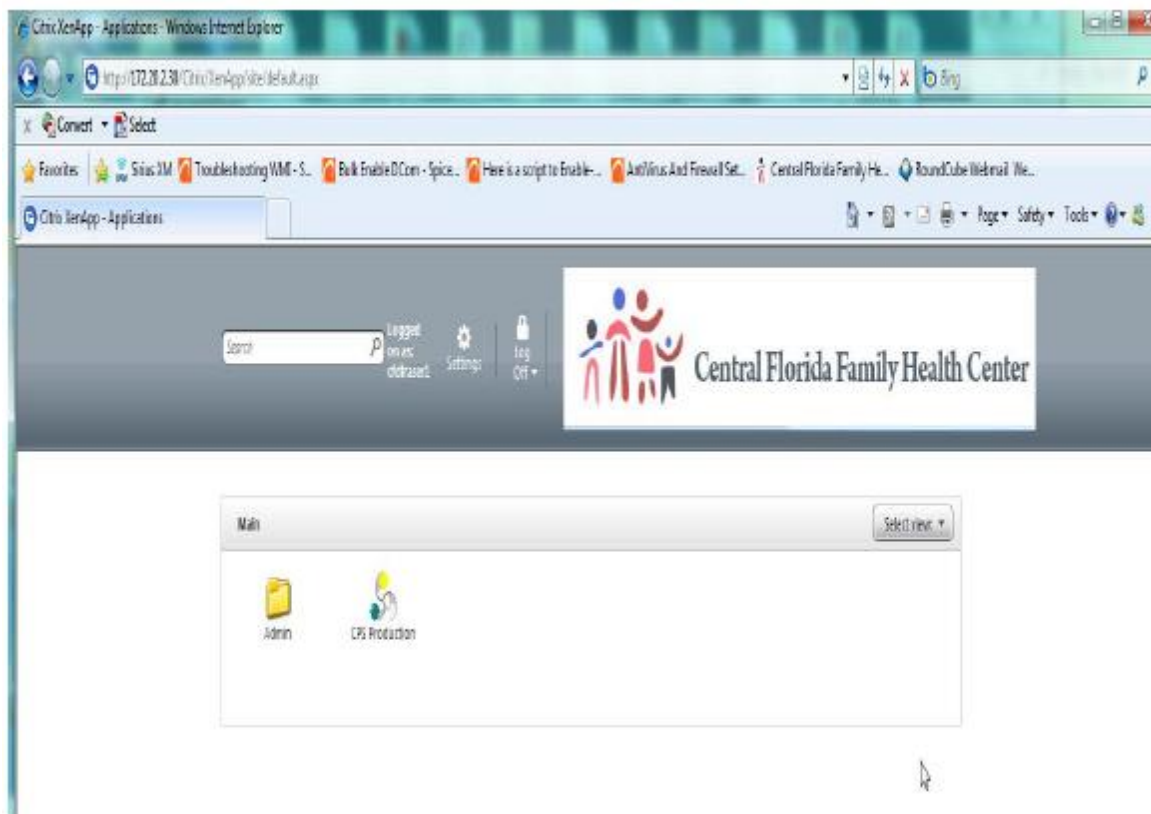
Keep in mind: *You must have at least 5 characters in length, mixed characters of numbers letters and special characters, and you may not use the previous 5 passwords.*
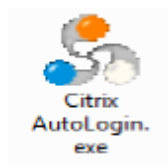
Upon completion, hit <ENTER> or click <OK>.

At this stage, you are set with a new password but you cannot go any further. Sure you can access CPS from here but you won't have access to any features such as Printers, or maybe even any Icons. So please close this screen by clicking the [X] button at the top right corner of the browser window and return to your desktop.

If you are unsure which screen you have up, just make sure the "Logged on as" next to the search bar shows the host name (computer name) such as CF###### and not your CPS user name like below.

Now click on the Centricity Auto log on Icon from your desktop (see example of icon below).

You now may resume accessing CPS until the next change.