



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 https://www.sco.ca.gov/calaters_global.html.

CalATERS Global






We welcome you to CalATERS Global, a web-based solution for travel advance and expense reimbursement processing.

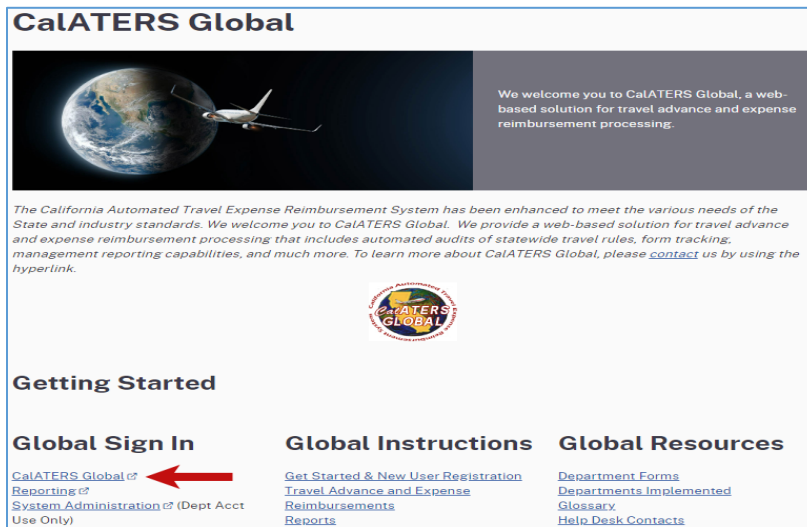
The California Automated Travel Expense Reimbursement System has been enhanced to meet the various needs of the State and industry standards. We welcome you to CalATERS Global. We provide a web-based solution for travel advance and expense reimbursement processing that includes automated audits of statewide travel rules, form tracking, management reporting capabilities, and much more. To learn more about CalATERS Global, please [contact](#) us by using the hyperlink.



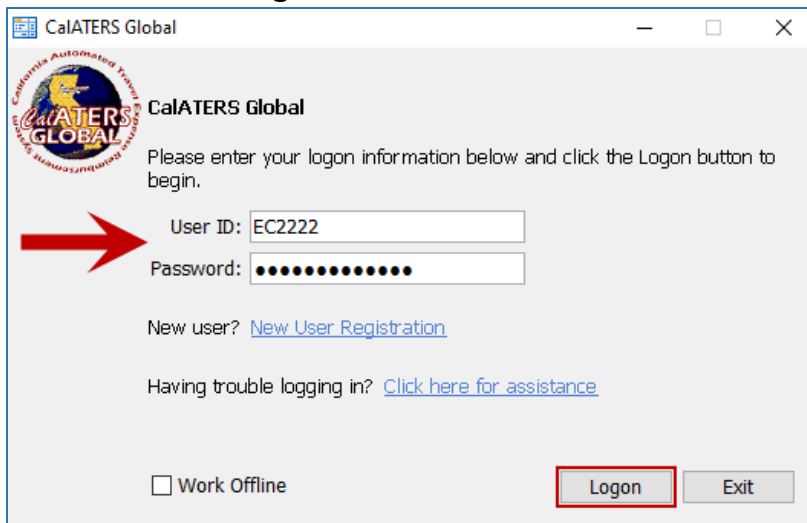
Getting Started

Global Sign In	Global Instructions	Global Resources
CalATERS Global  Reporting  System Administration  (Dept Acct Use Only)	Get Started & New User Registration Travel Advance and Expense Reimbursements Reports	Department Forms Departments Implemented Glossary Help Desk Contacts

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



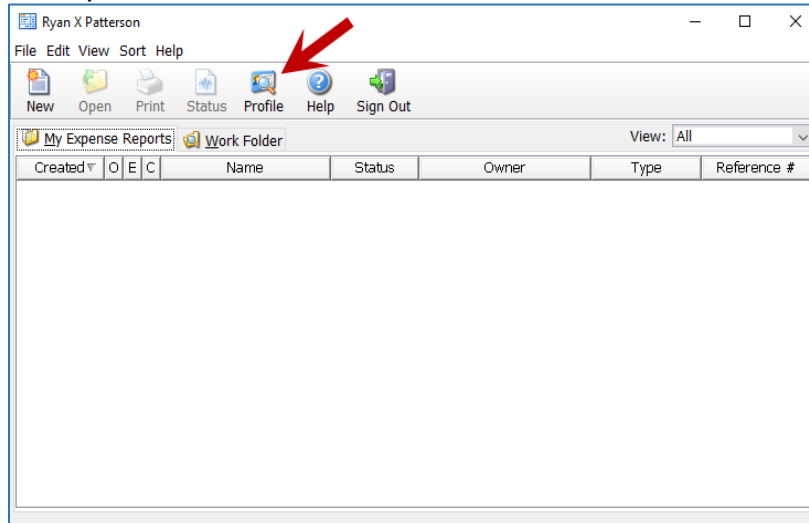
- 3) After the CalATERS Global Sign In window appears, enter in your **User ID** and **Password**. Then select the **Logon** button.



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.

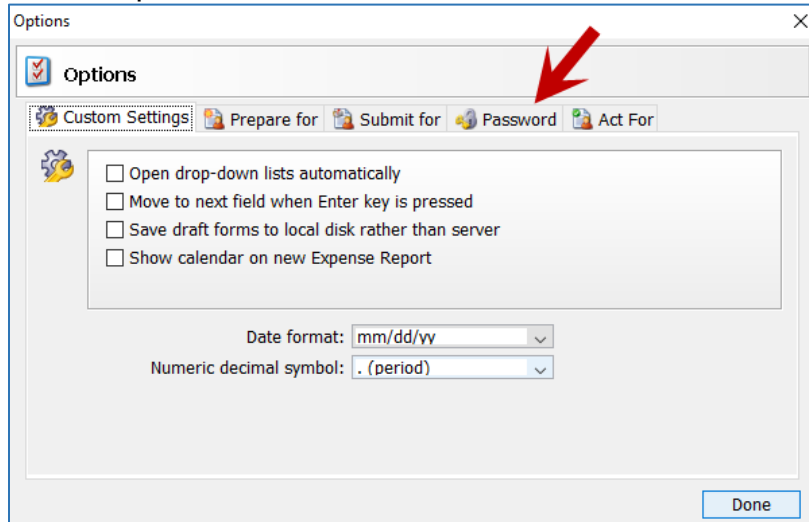


5) Profile Information

On the Profile Information screen, select the **Options** button.

6) Options

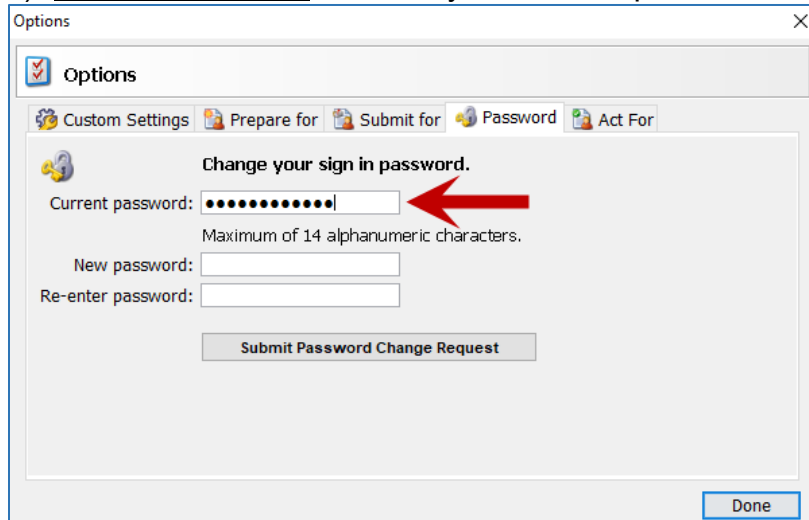
On the Options screen, select the **Password** tab.



The screenshot shows the 'Options' dialog box with the 'Password' tab selected. A red arrow points to the 'Password' tab. The dialog box has a title bar 'Options' and a close button. Below the title bar is a tab bar with five tabs: 'Options', 'Custom Settings', 'Prepare for', 'Submit for', and 'Password'. The 'Password' tab is active. The main content area contains a list of checkboxes: 'Open drop-down lists automatically', 'Move to next field when Enter key is pressed', 'Save draft forms to local disk rather than server', and 'Show calendar on new Expense Report'. Below these are two dropdown menus: 'Date format: mm/dd/yy' and 'Numeric decimal symbol: . (period)'. A 'Done' button is at the bottom right.

7) Password

a) Current Password: Enter in your Current password.



The screenshot shows the 'Options' dialog box with the 'Password' tab selected. A red arrow points to the 'Current password' field. The dialog box has a title bar 'Options' and a close button. Below the title bar is a tab bar with five tabs: 'Options', 'Custom Settings', 'Prepare for', 'Submit for', and 'Password'. The 'Password' tab is active. The main content area contains the text 'Change your sign in password.' followed by three input fields: 'Current password:', 'New password:', and 'Re-enter password:'. The 'Current password' field is filled with dots. Below the input fields is a button labeled 'Submit Password Change Request'. A 'Done' button is at the bottom right.

- b) **New Password:** 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

Options

Custom Settings Prepare for Submit for Password Act For

Change your sign in password.

Current password: [password field]

Maximum of 14 alphanumeric characters.

New password: [password field]

Re-enter password: [password field]

Submit Password Change Request

Done

- c) **Incorrect Password:** 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

Options

Custom Settings Prepare for Submit for Password Act For

Change your sign in password.

Current password: [password field]

Maximum of 14 alphanumeric characters.

New password: [password field]

Re-enter password: [password field]

entries do not match.

Done

8) **Success!**

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

