<u>CHANGE YOUR PASSWORD</u>

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.

2) Select the **CalATERS Global** link located under the title 'Global Sign In'.
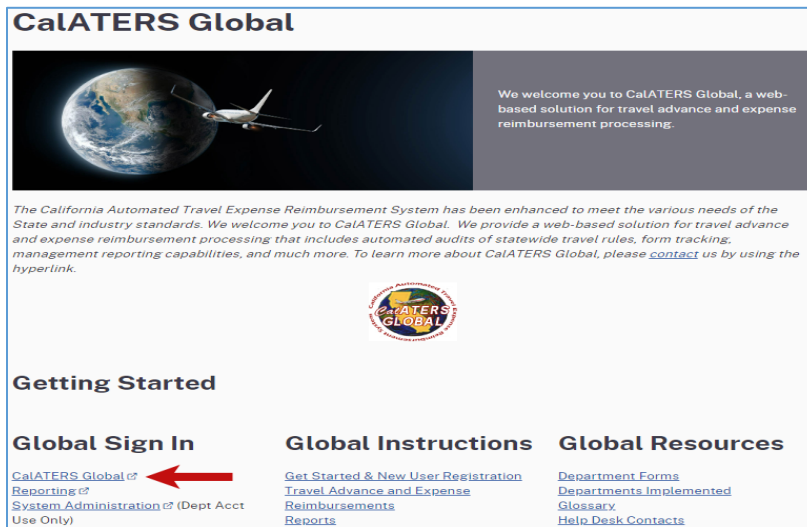
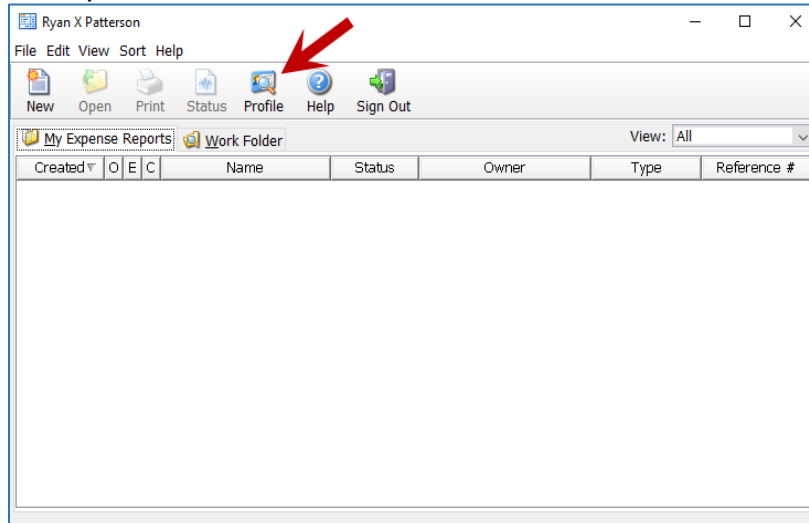3) After the CalATERS Global Sign In window appears, enter in your **User ID** and **Password**. Then select the **Logon** button.

10/22/2024
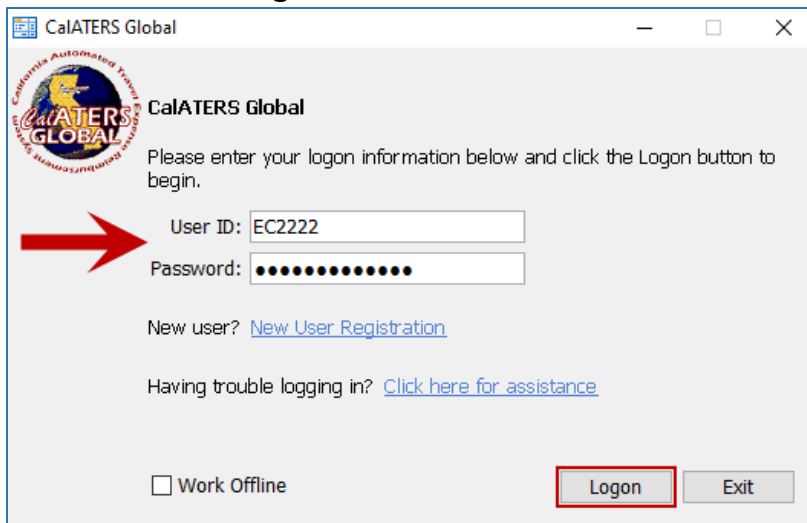
4) **Work Queue**

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.
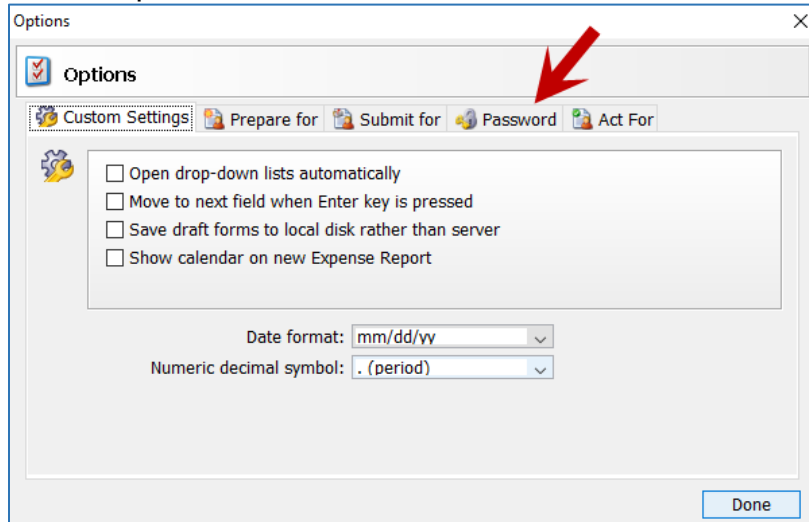

5) **Profile Information**

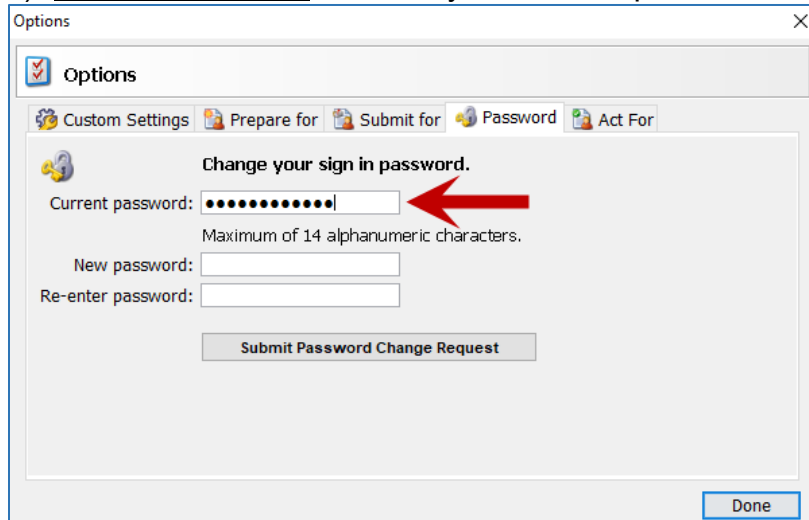On the Profile Information screen, select the **Options** button.

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

7) **Password**
   a) Current Password: Enter in your Current password.

10/22/2024

b) <u>New Password</u>: 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

c) <u>Incorrect Password:</u> 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.

8) **Success!**
You have now successfully changed your password. Select the **Ok** button.

Success!	✕
ⓘ Your password request has successfully completed.	
	Ok