



Change Your Password

STEP 1

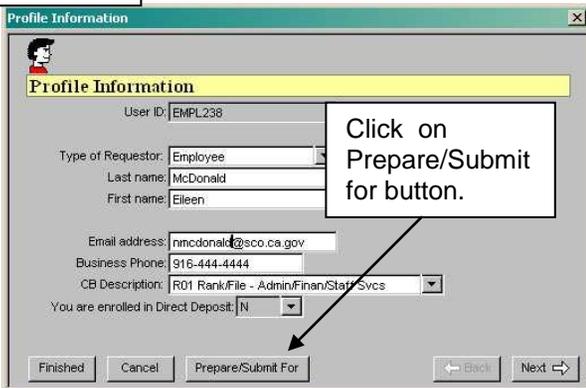
During New User Registration your password is sent to your email. If you do not know your CalATERS password, refer to [Forgot Your User ID or Password](#) instructions. To change your password, sign in to CalATERS.



From the CalATERS web site at

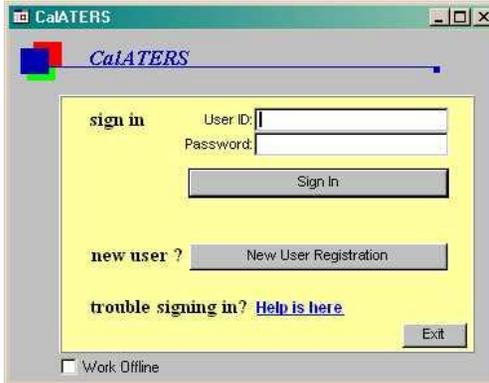
www.calaters.ca.gov, click

STEP 4

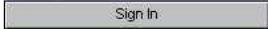


Click the **Prepare/Submit For** button

STEP 2



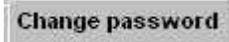
At the Sign In screen, key your User ID and system assigned password, then click



STEP 5



To change your password, click on the tab titled

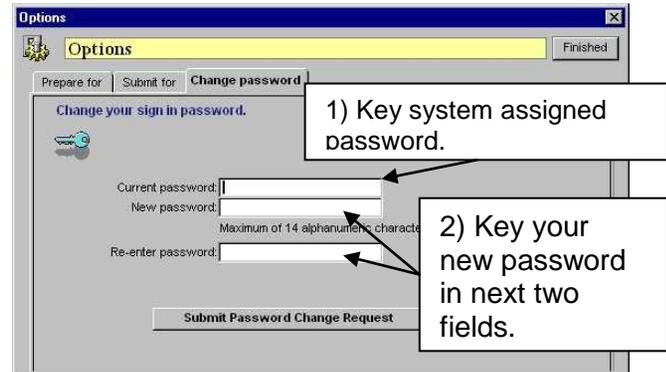


STEP 3



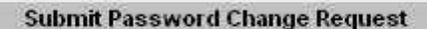
From the top of the Work Queue, click **Profile** icon.

STEP 6



Password must have a minimum of 4 and a maximum of 14 characters (either letters or numbers).

Click the





Change Your Password

STEP 7

Options

Prepare for | Submit for | **Change password** | Finished

Change your sign in password.

Success!
Your password request has successfully completed.
Ok

Re-enter password: ****

Submit Password Change Request

A confirmation "Success!" screen will appear. Click **Ok**. Your new password is now in effect.

Click the **Finished** button at the top right of the screen to exit **Options**,

STEP 8

Profile Information

User ID: EEMPL238

Type of Requestor: Employee

Last name: McDonald

First name: Eileen M: L

Email address: nmcdonald@sco.ca.gov

Business Phone: 916-444-4444

CB Description: R01 Rank/File - Admin/Finan/Staff Svcs

You are enrolled in Direct Deposit: N

Finished Cancel Prepare/Submit For Back Next

Click the **Finished** button at the bottom left of the Profile screen.