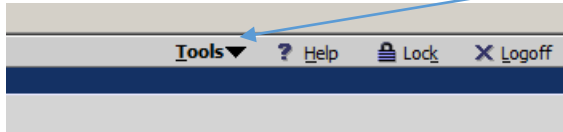


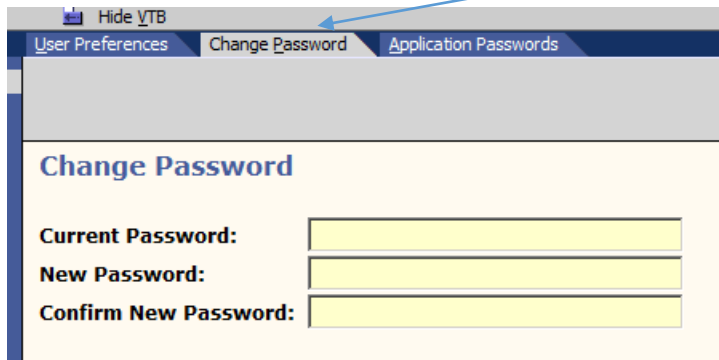
## Changing Password in TouchWorks

1.) You must be in TouchWorks in order to change your password. (The system needs to know that you currently have access in order to let you change your password.)

2.) At the top right of TouchWorks screen, choose the 'Tools' dropdown and then choose 'Settings'.



3.) On the far left side of the screen, choose 'Change Password'. I believe the only requirement for TouchWorks is that the password be 6 characters long.



Choose 'Save' in upper right corner of screen.