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 the the TouchWorks screen, choose this icon, then select 'Settings' from the dropdown choices.



3.) On the far left of the screen select 'Change Password'.

User Preferences	Change <u>P</u> assword	Application Passwords	
Change Password			
Current Password:	••••		
New Password:			
Confirm New Passy	word:		

4.) Choose 'Save' in upper right corner of screen after changing your password.