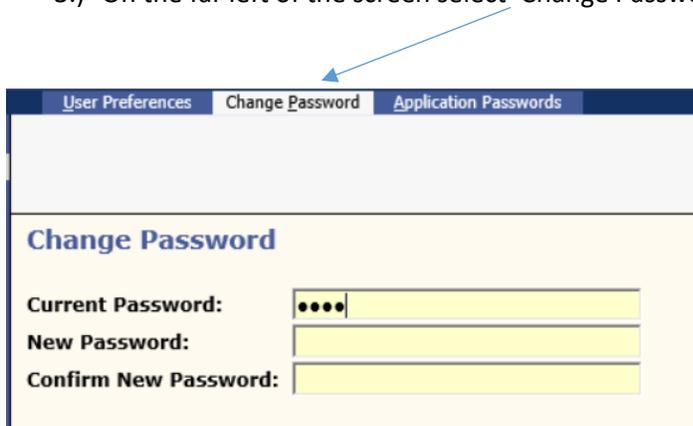


Changing Password in TouchWorks

- 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'.



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