ASPEN - QUICK TIPS Re-setting your Password

When your Aspen account is created, you are given a system-generated password. While you are not required to change the password to something of your choosing, you do have that ability to make a change.

When you first log into Aspen, in the top, right corner of the screen, click on Set Preferences.



A preferences dialog box will appear on your screen (make sure you have allowed popups by checking your browser security settings; instructions can be found <u>HERE</u>.)

	Ger	eral Security	Com	munication		
Click on the Security Top Tab Click on the link to Change your password.	Primary email Alternate email Google Docs email Link Security question Security answer Confirm answer Password			: Add Google Ar What are the la 	coess ast 4 digits of your SSN?	
	ОК	Cancel				
Next you will see a space for you to		General Secur	ity Co	mmunication		
enter and confirm your new password.		Primary email		•		
 Be sure to follow the Password Requirements, which are: Minimum length is 6 It cannot contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers. 		Alternate email Google Docs email Lin Security question Security answer Confirm answer <u>Password</u> Requirements New password	ık	Add Google Ai What are the la Don't Change Click to view	ast 4 digits of your SSN?	
Click OK.		Confirm new passwo	ord			
You will then be prompted to enter your		OK Cancel				
current password to confirm your						
identity. Enter that, click save, and your						
new password now goes into effect.						

* Please Note: Passwords in Aspen are case sensitive; which means that G and g are different letters. Also, while O and o are letters, 0 is a number.