

## CS – Password Reset (TST Environment)

**Purpose:** After entering your initial user name and unique password in CS TST, you will be prompted to update your password.

Step	Action
1.	<p>Enter your initial user name (Cat ID) and unique password.</p> <p>Your initial unique password = <b>Test_06_{your user name}</b>  <i>For example:</i> user name rajones would be: Test_06_rajones</p>
2.	<p>Click the <b>LOGIN</b> button.</p> <p><b>Result:</b> The following screen displays.</p> <div data-bbox="358 751 1268 932" style="border: 1px solid #ccc; padding: 10px; background-color: #fff9e6;">  <p>Your password must be changed due to expiration or an administrative reset.</p> <p>You must enter a new password to continue. Enter a new password below.</p> </div> <p>Passwords must be at least 8 characters long and must contain (in any order) at least <b>one alpha character</b>, <b>one numeric character</b>, and <b>one special character</b>. Valid special characters are: @ # \$ % &amp; * ( ) + = - _ See the password requirements for a complete listing of the password rules.</p> <p>Your password serves as your electronic signature. Change it frequently to ensure that the information cannot be guessed or used by others.</p> <div data-bbox="623 1081 1170 1276" style="border: 1px solid #ccc; padding: 10px; background-color: #f0f0f0;">  <p>Current Password: <input type="password"/></p> <p>New Password: <input type="password"/></p> <p>Confirm New Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Change Password"/></p> </div>
3.	<p>Type your <i>initial unique password</i> in the <b>Current Password</b> field.  Type your <i>new password</i> in the <b>New Password</b> and <b>Confirm New Password</b> fields.</p> <p><b>Password Criteria:</b></p> <ul style="list-style-type: none"> <li>• Must be at least 8 characters long</li> <li>• Must contain at least one alpha, one numeric, and one special character (in any order). Valid special characters are: @ # % &amp; * ( ) + = - _</li> </ul>
4.	<p>Click the <b>Change Password</b> button.</p> <p><b>Result:</b> Your password has been updated. Test passwords expire on the first Sunday of each month.</p>