

Lake County Department of Utilities

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Title: How to Change Your Password on the LCDU Bulletin Board

PURPOSE:

This Bulletin Board has been developed to enhance critical thinking and to further develop Lake County Department of Utilities (LCDU) resources in all areas of business. This procedure was developed to assist in changing user passwords.

SCOPE:

The Bulletin Board is accessible to all LCDU employees having an LCDU email address. The Bulletin Board can be accessed from any PC or Mac with a secure user name and password.

RESPONSIBILITIES:

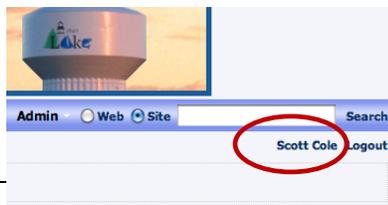
Employees posting comments and / or questions on the Bulletin Board are responsible for posting professional material that is not personal, offensive or discriminatory. Jokes, slander, reference to employees regarding human resource matters and all other confidential and / or time-sensitive information are all strictly prohibited from being posted on the Bulletin Board.

DEFINITIONS:

- 1.1 Bulletin Board – A secure page on the LCDU web page which allows designated users to login from any internet-connected computer to post questions, comments or to expand on a thought or idea which is being discussed on a specific organizationally-driven topic.

PROCEDURE:

- I. Login to the LCDU Bulletin Board.
- II. Left click on you name which is located on the top, right-hand corner of your screen.



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III. You'll be directed to a "Manage Profile" page as shown below.

The screenshot shows the 'Manage Profile' page for user 'scottcole'. It includes a navigation bar with 'Manage User Credentials', 'Manage Password', 'Manage Profile', and 'Manage Services'. The user details are as follows:

User Name:	scottcole	Created Date:	10/21/2008 9:19 AM
First Name:	Scott	Last Login Date:	3/5/2010 9:51 AM
Last Name:	Cole	Last Activity Date:	3/5/2010 9:51 AM
Display Name:	Scott Cole	Last Password Change:	10/21/2008 9:28 AM
Email Address:	scott.cole@lakecountyohio.gov	Last Lock-out Date:	

Management options include 'UnRegister' and 'Update'. On the right, there are checkboxes for 'User Is On Line', 'Locked Out', 'Authorized', and 'Update Password'.

IV. Left click on "Manage Password."

This screenshot is identical to the previous one, but a black arrow points from the left side of the page to the 'Manage Password' link in the navigation bar.

V. You are now directed to a "Manage Password" page as shown below.

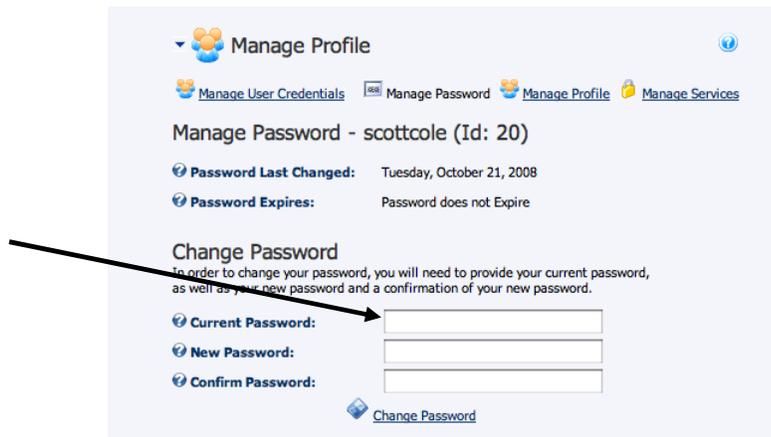
The screenshot shows the 'Manage Password' page for user 'scottcole'. It includes a navigation bar with 'Manage User Credentials', 'Manage Password', 'Manage Profile', and 'Manage Services'. The page title is 'Manage Password - scottcole (Id: 20)'. The password details are as follows:

Password Last Changed:	Tuesday, October 21, 2008
Password Expires:	Password does not Expire

Below this is a 'Change Password' section with the following instructions: 'In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password.' There are three input fields for 'Current Password', 'New Password', and 'Confirm Password', followed by a 'Change Password' button.

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- VI. Enter your Current Password.
A. Please contact Scott Cole (extension 5705 or scott.cole@lakecountyohio.gov if you need help with your current password.



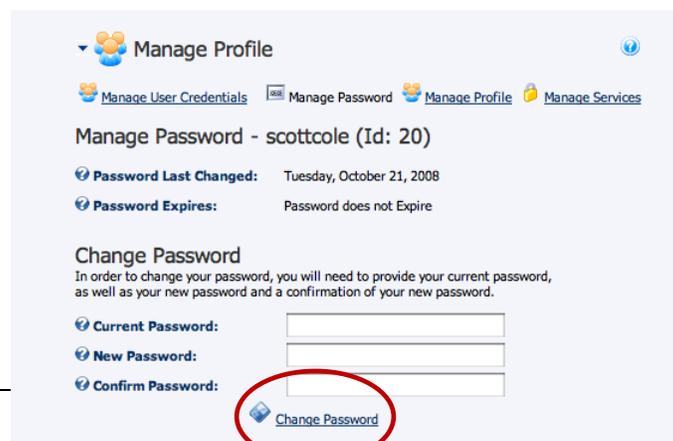
The screenshot shows the 'Manage Profile' section with the 'Manage Password' sub-section selected. It displays the user's name 'scottcole (Id: 20)' and password status: 'Password Last Changed: Tuesday, October 21, 2008' and 'Password Expires: Password does not Expire'. Below this is the 'Change Password' form with three input fields: 'Current Password', 'New Password', and 'Confirm Password'. A blue 'Change Password' button is at the bottom. A black arrow points from the left towards the 'Current Password' input field.

- VII. Select a new password and enter it twice as indicated below.



This screenshot is identical to the previous one, but with two black arrows pointing from the right towards the 'New Password' and 'Confirm Password' input fields, indicating where to enter the new password.

- VIII. Left click on “Change Password” and you have successfully changed your password for the LCDU Bulletin Board.



This screenshot is identical to the previous ones, but with a red circle around the blue 'Change Password' button at the bottom of the form, indicating the final step to complete the password change.