



SUPPLIER REGISTRATION

Change a Password

Abstract

This job aide will show you how to change your password.

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Overview

Infor serves as the modern solution for work management, contract, and invoice processing. This document is intended to provide you with a step-by-step guidance on how change your password.

By reading this document at its entirety you will be able to:

- Change your password

Screen Menu/Tab/Sub-tab Fields

1. Enter the Username and Password and click the sign on button
2. Click on the Settings icon at the top of the Menu Bar.
3. Select **Change Password**.
4. Enter current password.
5. Enter new password using the following criteria:
 - At least 8 characters in length
 - Contain 3 of following:
 - Upper case letters
 - Lower case letters
 - Numbers
 - Special Characters
 - Does not contain any part of your login ID
 - Must be different than previous passwords
6. Reenter new password in Confirm New Password field.
7. Click Submit.