

## Changing your Password

To change your password while you're logged into Punchlist Manager hover over Tools in the Blue Toolbar → Click on Change Password from the drop down menu.



The Reset Password page will open in a new browser window. Apply the New Password then Confirm the New Password and click the **Submit** button.

**Important:** The New Password must meet at least the strength of **Weak** in order to proceed.

### Reset Password

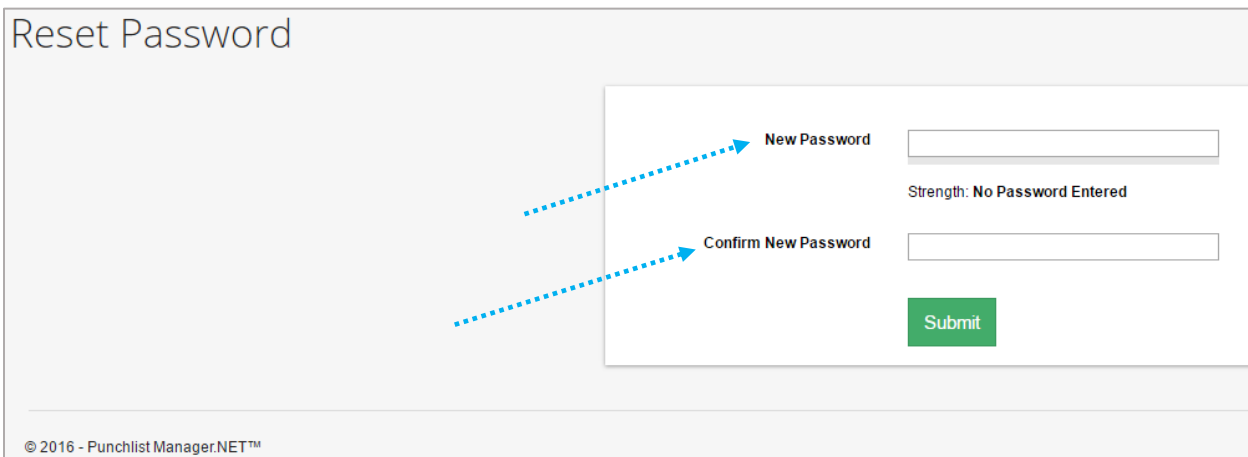
**New Password**

Strength: No Password Entered

**Confirm New Password**

**Submit**

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The image shows the 'Reset Password' form. The 'New Password' field is empty, and the strength indicator below it says 'Strength: No Password Entered'. A blue dotted arrow points to the 'New Password' field. The 'Confirm New Password' field is also empty. A green 'Submit' button is at the bottom right.

Sample of Password Strength:

### Reset Password

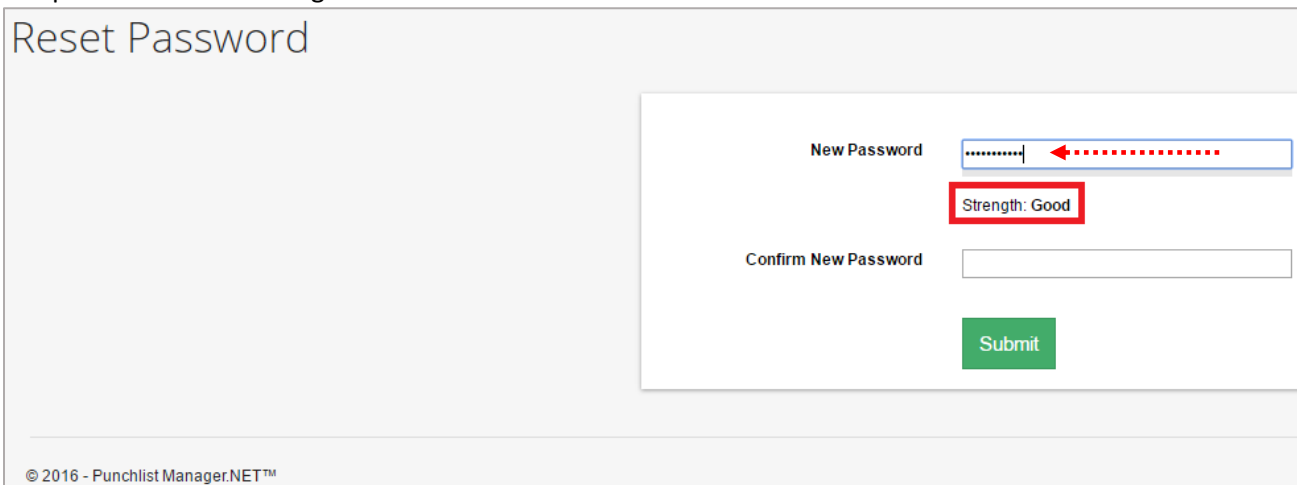
**New Password**

Strength: Good

**Confirm New Password**

**Submit**

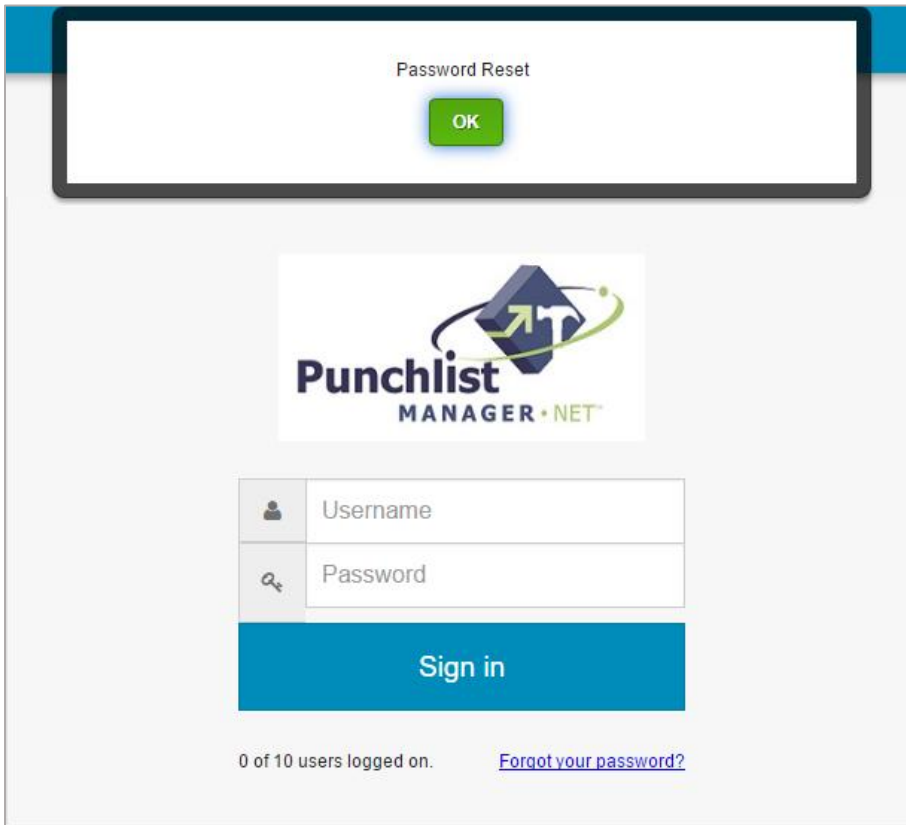
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The image shows the 'Reset Password' form with a password entered. The strength indicator below the 'New Password' field is 'Strength: Good', which is highlighted with a red border. A red dotted arrow points to the password field. The 'Confirm New Password' field is empty. A green 'Submit' button is at the bottom right.

## Changing your Password

After clicking the **Submit** button the page redirects to the login page and a pop-up confirmation Password Reset will display. Click **OK** and then proceed to Login.



The screenshot shows a web interface for Punchlist Manager. At the top, a white pop-up window with a black border contains the text "Password Reset" and a green "OK" button. Below the pop-up is the Punchlist Manager logo. Underneath the logo are two input fields: "Username" with a person icon and "Password" with a magnifying glass icon. A blue "Sign in" button is positioned below these fields. At the bottom left, it says "0 of 10 users logged on." and at the bottom right, there is a blue link that says "Forgot your password?".