**New User First Time Sign On Job Aid**

Using the link provided in your password email, navigate to the Supplier Portal. Enter the **User Name** and current **Password**. If you do not have a current password, a temporary password is provided in the email. Click **Sign In**.



The system will provide a link to change your password. Click on **Sign Out to Change Password** link.



Re-Enter you **User ID** and **Password** on the Oracle PeopleSoft Screen and click **Sign In**.



Click the **Click here to change your password** link.



Enter your temporary password, then enter your new password and confirm the new password. Click on **Change Password**.

Your password is case sensitive and . . .

Must be a minimum length 8 characters

Must contain at least 3 numbers

May use special characters (@,\*,%)

May use upper and lower case letters

Will expire every 90 days

Will warn of expiration 15 days in advance

Will lock your account at 5 failed log-ons

May not reuse any of the last 6 passwords



 Click **OK** to access the supplier homepage.

