

Changing Passwords in Dart OCM

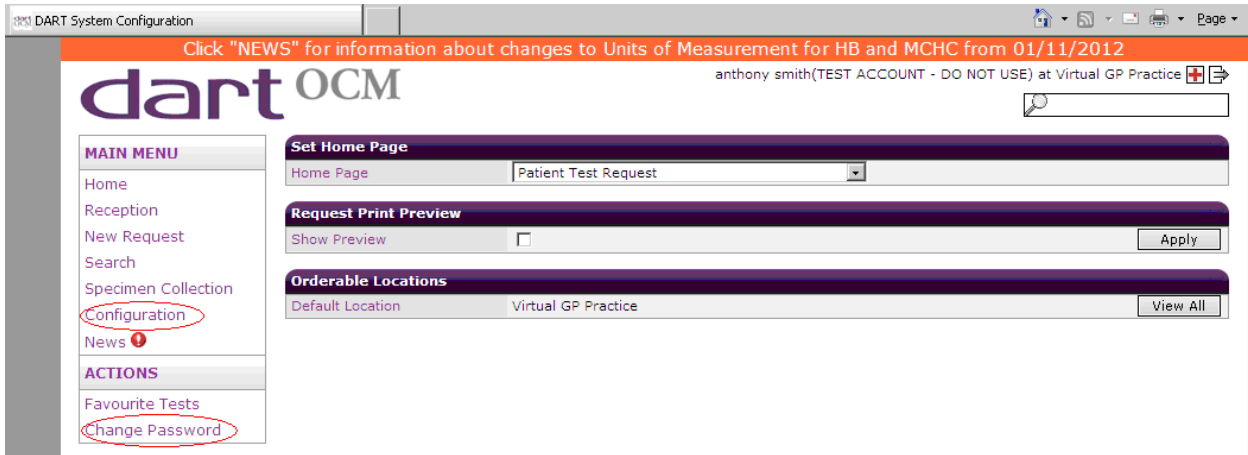
PLEASE REMEMBER

Dart OCM contains *confidential* information. By entering you acknowledge your understanding of *your* responsibilities under the Data Protection Act 1998

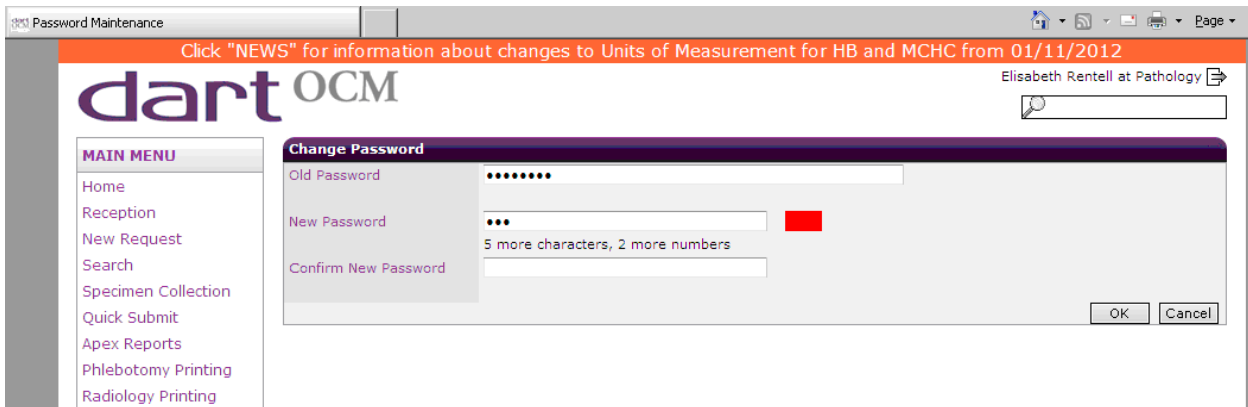
<http://www.legislation.gov.uk/>

N.B. Dart OCM passwords MUST BE ENTERED IN LOWER CASE ONLY:

From the **Main Menu** on the left, select **Configuration**. On the next screen in the **Actions** menu, select **Change Password**.



You will then see the **Change Password** screen as shown below.

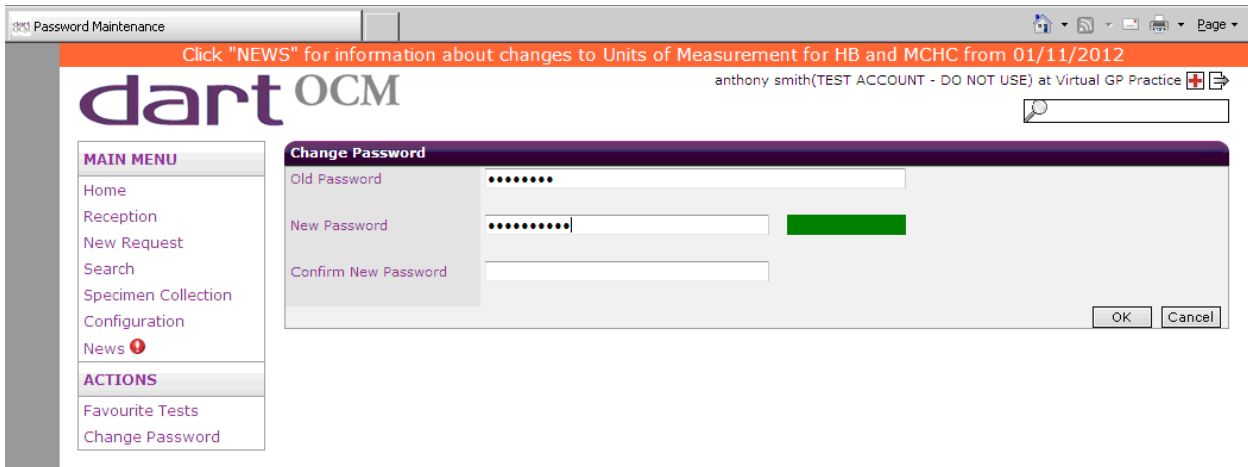


In "**Old Password**" box, enter your current password (or the one given to you by Admin).

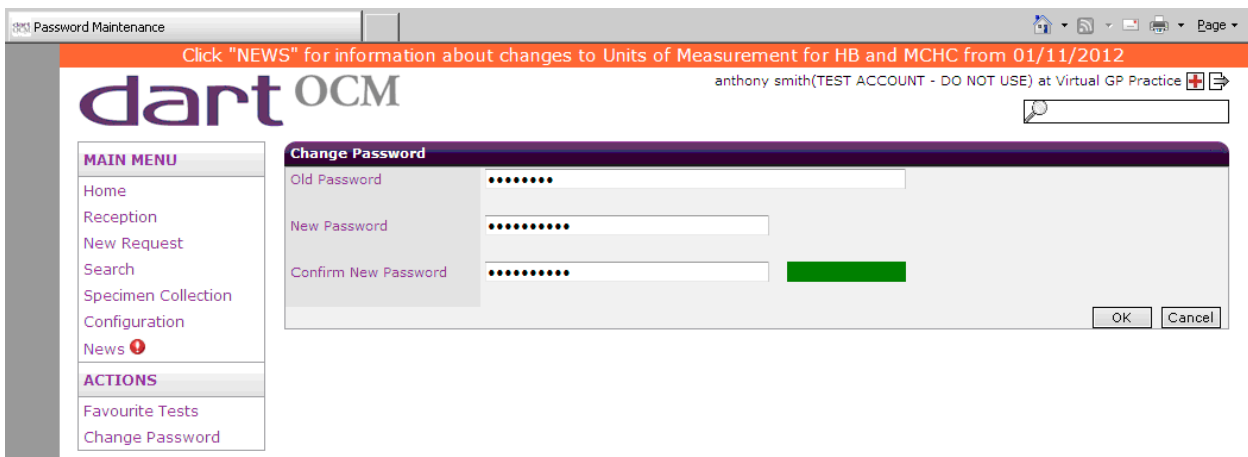
In the "**New Password**" box, enter your desired password ensuring that it contains a **MINIMUM** of eight characters with at least **TWO** numbers. e.g. "*winter12*"

Directly under the "**New Password**" box, you will see a prompt indicating what more is required to meet the criteria.

You will notice alongside the “**New Password**” box will change from red to blue as you start to enter your new password. Once your password meets the criteria, the box will turn green.



You will then need to type your new password again, this time in the “**Confirm New Password**” box. This is to protect against typographical errors. When both passwords match, you will see a green bar next to the “**Confirm New Password**” box as shown below.



Once you are happy with your password, click on OK to confirm the password change. If successful then a message stating “**Password Changed Successfully**” will show.