ASPEN - QUICK TIPS
RE-SETTING YOUR PASSWORD

When your Aspen account is created, you are given a system-generated password. While you are not required to change the password to something of your choosing, you do have that ability to make a change.

When you first log into Aspen, in the top, right corner of the screen, click on Set Preferences.
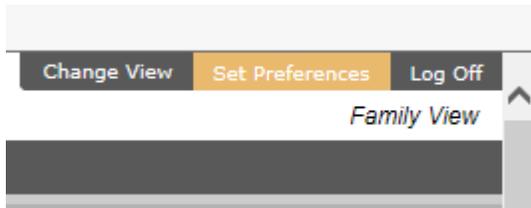
A preferences dialog box will appear on your screen (make sure you have allowed pop-ups by checking your browser security settings; instructions can be found **HERE**.)

Click on the Security Top Tab

Click on the link to Change your password.
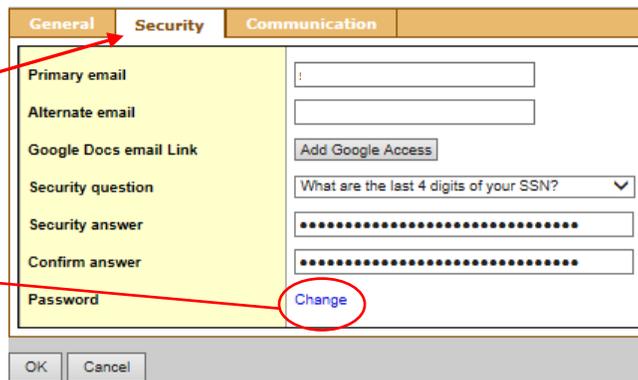
Next you will see a space for you to enter and confirm your new password.

Be sure to follow the Password Requirements, which are:
- Minimum length is 6
- It cannot contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers.

Click OK.
You will then be prompted to enter your current password to confirm your identity. Enter that, click save, and your new password now goes into effect.
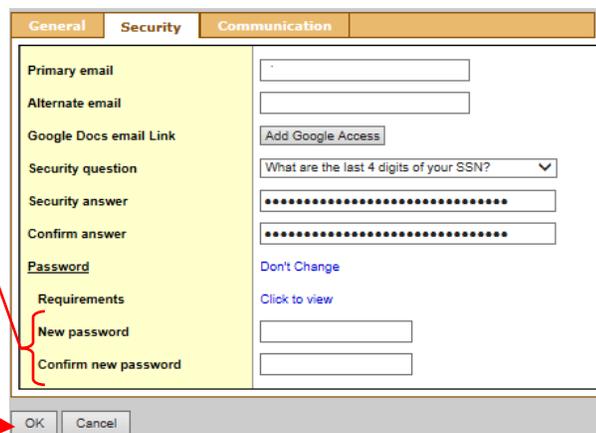
* Please Note: Passwords in Aspen are case sensitive; which means that **G** and **g** are different letters. Also, while **O** and **o** are letters, **0** is a number.