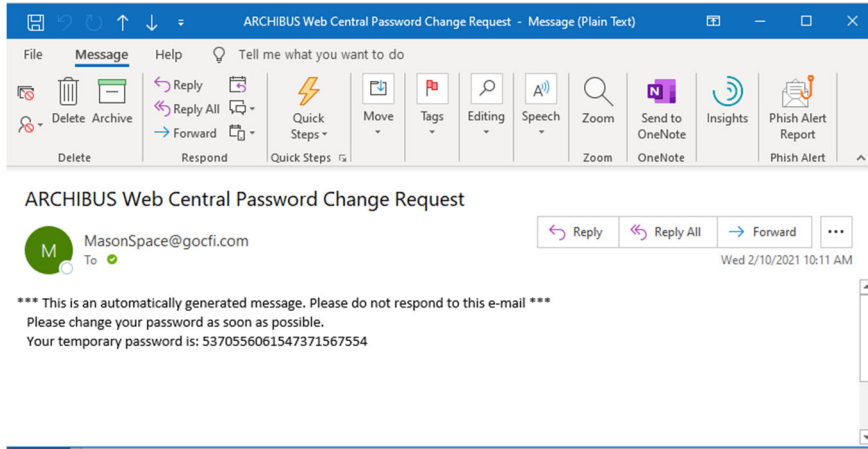
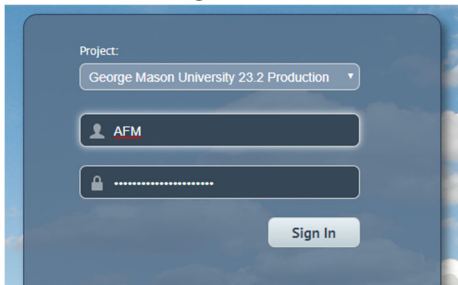


# User Password Change Instructions – Archibus Database

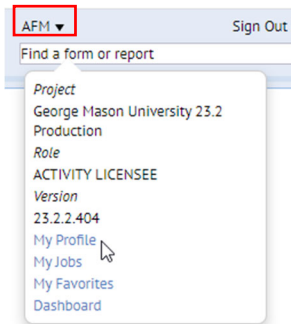
1. User will receive an email from Archibus with the new password for their account.



2. User will need to login to Archibus with new password from email.



3. After logging in, click on your Username dropdown in the upper-right corner, and choose My Profile



4. On dialog box that appears, click Change Password button.

The 'My Profile' dialog box displays the following information and settings:

- Employee: AFM
- Location:
- Division:
- Department:
- Employee Number:
- User Name: AFM
- Email Address: jim.love@ngkf.com
- Color Scheme: Slate
- Navigation: Process Navigator
- Locale: English (United States)
- User-Display Units-of-Measure: Default
- Country Code: USA
- Currency Code: USD
- Role Name: ACTIVITY LICENSEE
- License Level: Activity ACP
- Is Named User?: No - Concurrent
- Use CAD/BIM License?: Yes - Extensions
- VPA Building Code List
- VPA Site Code List

Buttons at the bottom: Save, Change Password, Close

5. Enter old password (password sent from Archibus email)

6. Enter new password (must be 8 characters long)

7. Click Change button

The 'My Profile' dialog box is shown with a 'Change Password' sub-dialog box overlaid. The sub-dialog box contains the following fields and buttons:

- Enter old password\* [password mask]
- Enter new password\* [password mask]
- Re-enter new password\* [password mask]
- Buttons: Change, Cancel

Buttons at the bottom of the main dialog: Save, Change Password, Close

8. Click Save button on My Profile, and then Close.

9. New Password is now set.