



# Change Your Password

## GUIDE CARD-G03

### STEP 1

From the CalATERS Global web site at [http://www.sco.ca.gov/calaters\\_global.html](http://www.sco.ca.gov/calaters_global.html) Under Global Sign In, click CalATERS Global.



During New User Registration, your password is sent to your email. If you do not know your CalATERS Global password, refer to [Forgot Your User ID or Password](#) instructions. To change your password, sign in to CalATERS Global.

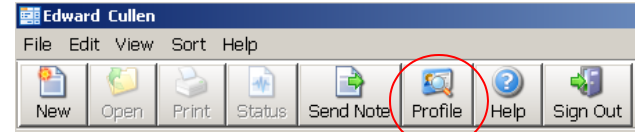
### STEP 2

First 4 digits of last name plus last 4 digits of SSN



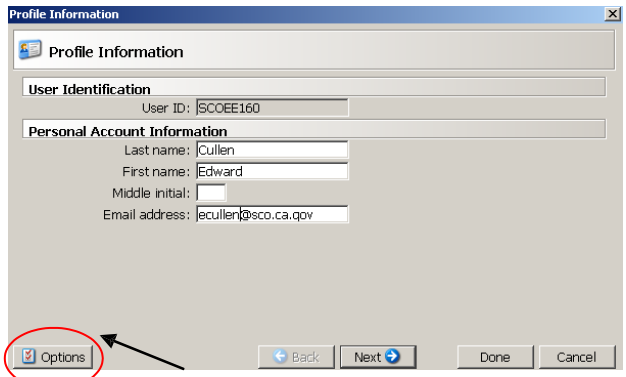
At the Sign In screen, key your User ID and system-assigned password, then click **Logon**.

### STEP 3



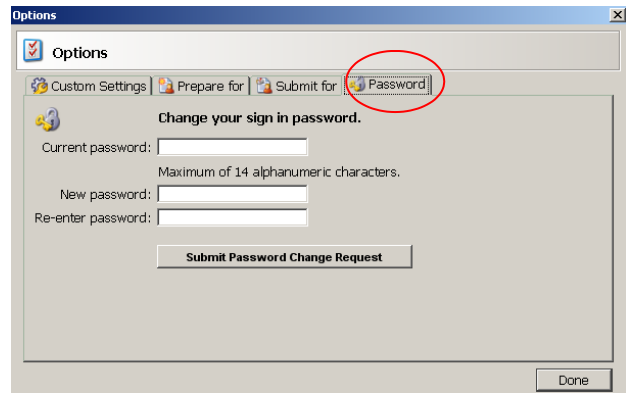
From the top of the Work Queue, click **Profile** icon.

### STEP 4



Click the **Options** button.

### STEP 5



To change your password, click on the tab titled **Password**.

### STEP 6 Information

#### Password Rules:

- Minimum password length is 8
- Maximum password length is 14
- At least one uppercase alphabetic character
- At least one lowercase alphabetic character
- At least one numeric digit
- At least one punctuation character (\$, !, %, ^)
- Passwords expire every 90 days



# Change Your Password

**STEP 7**

Click the **Submit Password Change Request** button.

**STEP 8**

A confirmation screen will appear.

Click **Ok**. Your new password is now in effect.

**STEP 9**

Click **Done**.