

Section 17 Changing Your Password

- A. HUDCAPS periodically will prompt you to change your mainframe password. You can also change your HUDCAPS password whenever you wish (the first time you log onto HUDCAPS, you will have to change both your mainframe and your HUDCAPS passwords.) The new password must be between 6-8 characters long. On both windows, the Mainframe Sign On window and the HUDCAPS Security window, you can choose the Help button for online assistance for logging on to HUDCAPS and changing your password.

- B. To change your mainframe password, click on the HUDCAPS for Windows icon from the Start, Programs, Program menu. The Mainframe Sign On dialog box appears. Enter your mainframe User ID and Password. Also enter a new password in the New Password field, and type it again in the Verify field. Choose the OK button.

- C. If HUDCAPS prompts you to change your password after you have entered your mainframe User ID and Password, simply enter a new password in the New Password field, type it again in the Verify field, and choose the OK button.

- D. To change your HUDCAPS password, open the HUDCAPS application and log onto the mainframe, as described above. The HUDCAPS Security dialog box appears next. Enter your HUDCAPS User ID and Password and enter a new password that is 6-8 characters long in the New Password and Verify field. Choose the OK button. Now that you have changed your HUDCAPS password, you must enter your User ID and new password in the User ID and Password fields, then choose the OK button. This opens the HUDCAPS application.