

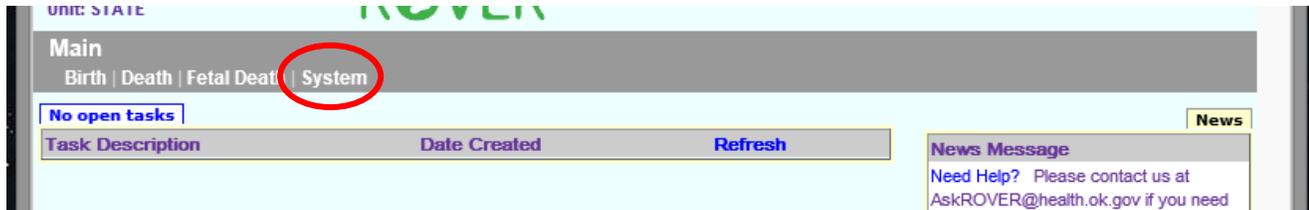


Change your ROVER system password or security question/answer PRIOR to the 90 day expiration.

If you receive a system notice your password is about to expire, you can change your ROVER login password or your security question/answer **BEFORE the expiration period**. However, if your password expires or you are locked out, you must contact AskROVER to be reset. ONLY THE ACCOUNT USER MAY REQUEST THE EXPIRED OR LOCKED PASSWORD RESET. OSDH will NOT reset passwords for a third party.

Log into ROVER with your USERNAME and your **CURRENT** password.

On your Main ROVER screen, locate the word **System** on the grey bar. Click **ONE TIME** on System.



Locate the words **Change Password**. Click **ONE TIME** on Change Password.



You are now on the **Modify a Password** screen.

Current Password:

New Password:

Retype New Password:

Your personal identification secret question:

Your personal identification secret answer:

Enter your **CURRENT** password – the one you just used to login with for the CURRENT password.

Touch your TAB key on your keyboard.

~ Continue on back ~

tem -- **Change Password**

Modify a Password

Current Password:

New Password:

Retype New Password:

Your personal identification secret question:

Your personal identification secret answer:

Enter a NEW Password (Passwords must be between 8-13 characters in length. They must contain AT LEAST ONE Uppercase letter, AT LEAST ONE lowercase letter, AT LEAST ONE number, and AT LEAST ONE special character (!@#\$%^&*))

Touch the TAB key on your keyboard.

Retype the NEW Password to confirm

Touch the TAB key on your keyboard

Your question and answer is displayed. If you want to change your question/answer, simply retype the question or answer. **If your Q/A is fine then you can leave it alone.**

Click ONE TIME on Continue

Click ONE TIME on Continue to confirm

Click ONE TIME on Main Menu to be returned to the Main Menu.

If you are finished click Logout in the upper right corner of the screen.