

GUIDE FOR CHANGING PASSWORD FOR CTCS

STEP 1-LOG ON TO CTCS

```
Sign On
System . . . . . : SGPDM1
Subsystem . . . . : QINTER
Display . . . . . : QPADEV002N

User . . . . . : 3019
Password . . . . . :
Program/procedure . . . . . :
Menu . . . . . :
Current library . . . . . :
```

STEP2- CHOOSE OPTION 99 ON MAIN MENU –PRESS ENTER

```
Date: 27/09/2019 System: SGPDMM1
User: Q3019

Select one of the following:

1. CTCS Main Menu
2. CTCS RDT simulator

90. Sign off
99. Service menu

Selection or command:
==> 99_

F3=Exit F4=Prompt F9=Retrieve F12=Cancel
```

SELECT OPTION 99 ON MAIN MENU

STEP3- CHOOSE OPTION 1 IN SERVICE MENU-PRESS ENTER

```
Select one of the following:                                User: Q3019

  1. User tasks

  5. Work with printers
  6. Change user printer
  7. Work with spooled files

 90. Sign off

Selection or command:
==> 1_
```

CHOOSE OPTION 1 USER TASKS

F3=Exit F4=Prompt F9=Retrieve F12=Cancel

STEP4- CHANGE YOUR PASSWORD OPTION 8 –PRESS ENTER

Select one of the following:

1. Display your job
2. Display messages
3. Send a message
5. Work with your spooled output files
6. Work with your batch jobs
7. Display or change your library list
8. Change your password
60. More user task options
90. Sign off

CHANGE PASSWORD
OPTION IS VISIBLE

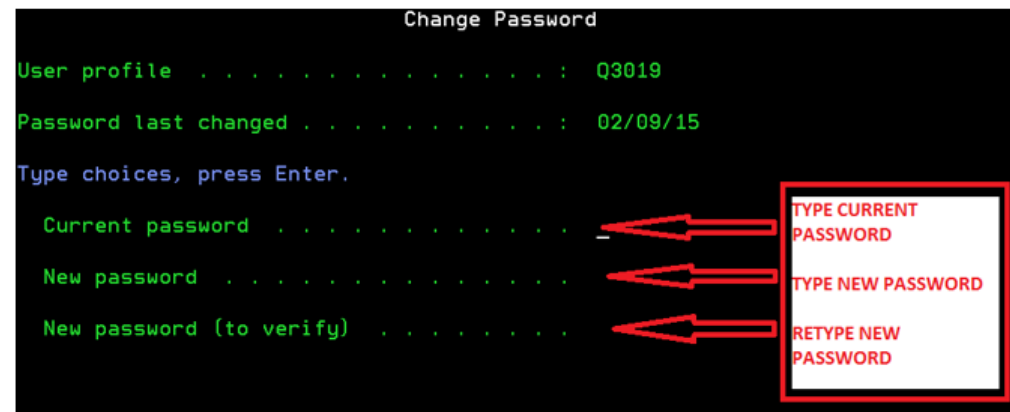
Selection or command

==> _

STEP5- TYPE CURRENT PASSWORD

TYPE NEW PASSWORD

RE-TYPE NEW PASSWORD



The screenshot shows a terminal window titled "Change Password". It displays the following text in green: "User profile : Q3019", "Password last changed : 02/09/15", and "Type choices, press Enter.". Below this, there are three input prompts: "Current password", "New password", and "New password (to verify)". Each prompt has a red arrow pointing to it from a white box on the right. The white box contains the text "TYPE CURRENT PASSWORD", "TYPE NEW PASSWORD", and "RETYPE NEW PASSWORD" respectively. The entire white box is outlined in red.

```
Change Password
User profile . . . . . : Q3019
Password last changed . . . . . : 02/09/15
Type choices, press Enter.
Current password . . . . .
New password . . . . .
New password (to verify) . . . . .
```

TYPE CURRENT
PASSWORD

TYPE NEW PASSWORD

RETYPE NEW
PASSWORD

PRESS ENTER AND RE LOG ON WITH NEW PASSWORD