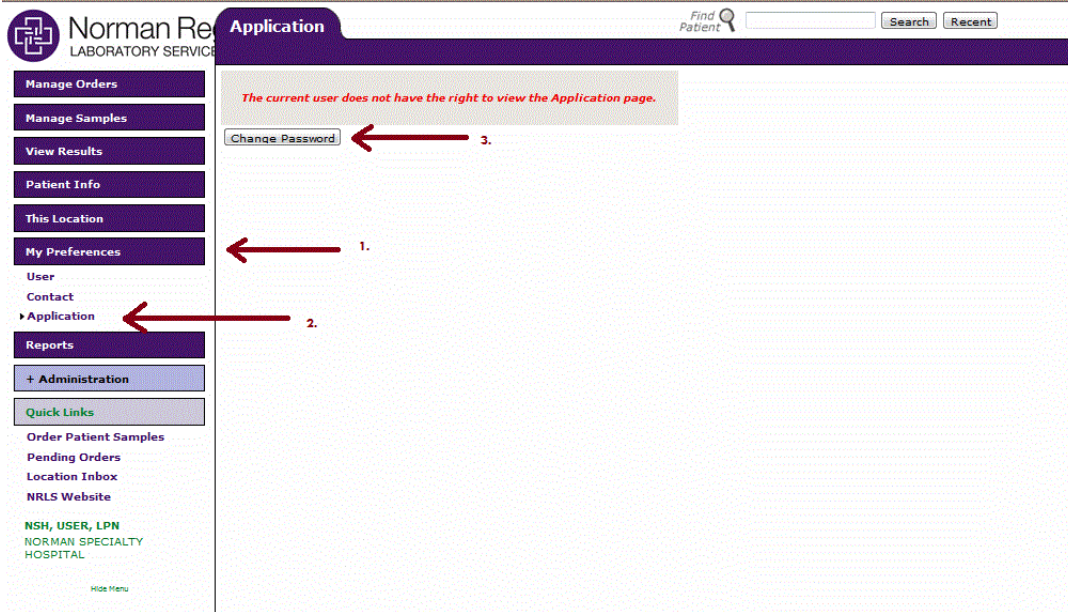


# How to Change COPIA Password

- Logon to COPIA
- 1. Select My Preferences Tab
- 2. Click on Application
- 3. Click on Change Password



- Enter Old Password
- Enter and Confirm New Password
- Enter and confirm a unique password.
- Click SAVE

## Note:

- Select a password that is something that you can remember.
- Write your password down and keep in a safe place.
- Do not share your password with others.
- If you forget your password and need it reset, contact 307-1870, 307-1020, or 307-1100.