



- Hints:**
- ▶ It may be easier to electronically copy the password that the system e-mailed to you, and then paste it when you are entering the site instead of recopying by hand.
  - ▶ The first time you enter the site with a newly issued password, the first thing you will see is that the password has expired. To change the password, click on the link directly below the message "Your password has expired."
  - ▶ Your password must be at least 6 characters long and contain at least two numerical character.
  - ▶ You will be asked regularly to change that password. You can do that by following the instructions in the site.
  - ▶ Prepare your application in Word prior to entering the site, then copy and paste in the appropriate boxes.
  - ▶ If the system does not send you an e-mail with your new password, please be in touch with the Helpdesk at 441-6111.
  - ▶ If you're not certain about your password, have the system re-issue you a new one.