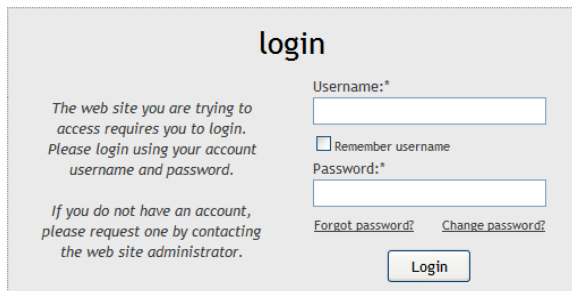

Application Security

Authentication with User Name and Password

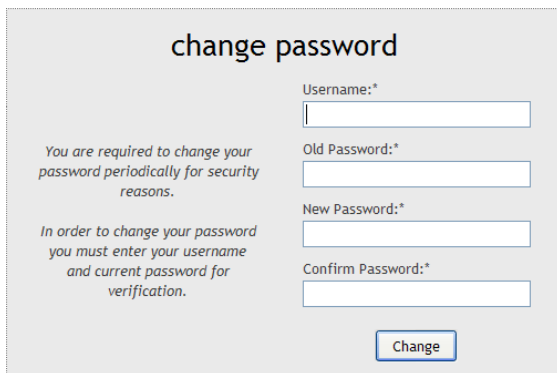
Logging into an Application



The screenshot shows a login form with the title "login". On the left, there is instructional text: "The web site you are trying to access requires you to login. Please login using your account username and password." and "If you do not have an account, please request one by contacting the web site administrator." The form fields include "Username:*" with a text input box, a "Remember username" checkbox, and "Password:*" with a text input box. Below the password field are two links: "Forgot password?" and "Change password?". At the bottom right is a "Login" button.

1. Type your login **Username** (Typically, this is your network login name or, if you are not employed by the hosting company, your e-mail address.).
2. Select the **Remember username** check box to store your username on the computer.
3. Type your **Password**. For employees of the hosting company, this is your network password. If this is your first login, you may be directed to change your initial password. If you forget your password, click the **Forgot password?** link and follow the onscreen prompts.
4. Click the **Login** button.

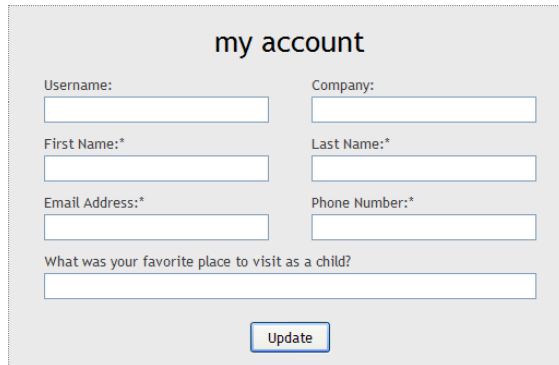
Changing Your Password



The screenshot shows a "change password" form. On the left, instructional text reads: "You are required to change your password periodically for security reasons." and "In order to change your password you must enter your username and current password for verification." The form fields include "Username:*" with a text input box, "Old Password:*" with a text input box, "New Password:*" with a text input box, and "Confirm Password:*" with a text input box. At the bottom right is a "Change" button.

1. Type your login **Username** (Typically, this is your network login name or, if you are not employed by the hosting company, your e-mail address.).
2. Type your **Old Password**, which is your current password.
3. Type your **New Password** according to the hosting company's password policy.
4. Type your new password again in the **Confirm Password** box. It must exactly match what you typed in the **New Password** box.
5. Click the **Change** button.

Updating Your Information



The screenshot shows a web form titled "my account" with a light gray background. It contains several input fields: "Username:" and "Company:" at the top; "First Name:*" and "Last Name:*" in the middle; "Email Address:*" and "Phone Number:*" below that; and a larger text area for "What was your favorite place to visit as a child?". An "Update" button is located at the bottom center of the form.

1. Type your **First Name**, **Last Name**, **Email Address**, and **Phone Number** into the appropriate boxes.
2. Type the answer to the security question in the bottom box on the form.
3. Click the **Update** button.