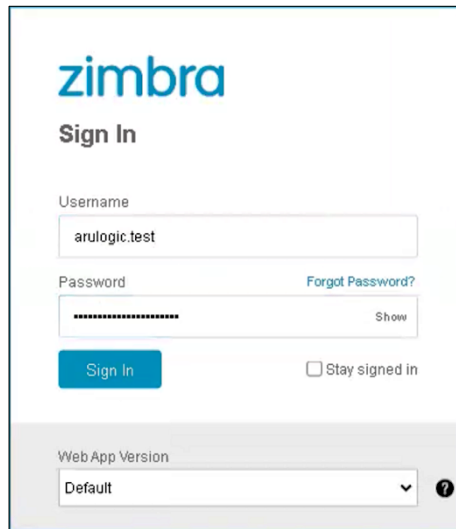


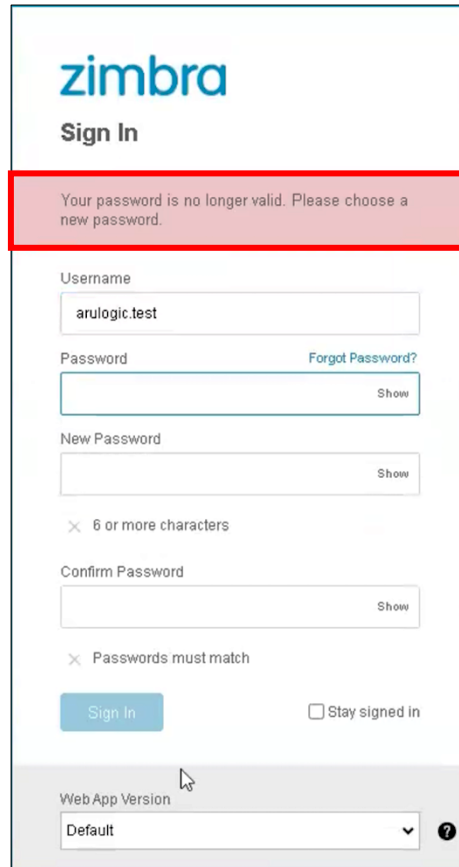
## PANDUAN PENGANTIAN PASSWORD PERTAMA KALI

1. User login kedalam email menggunakan nama user dan password terdaftar.



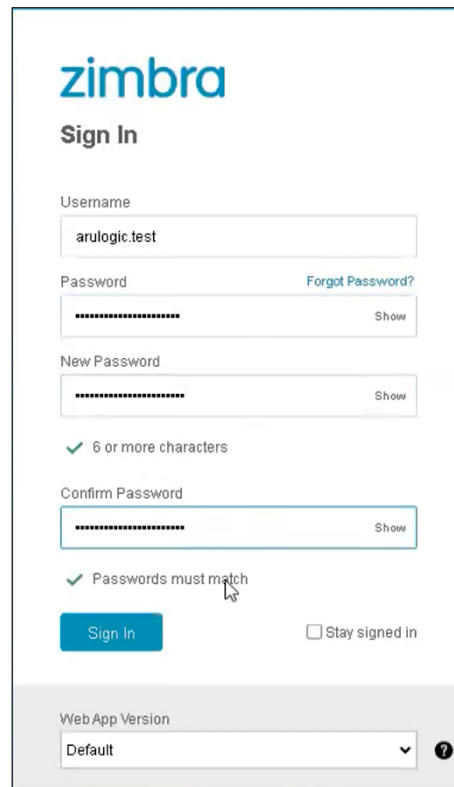
The image shows the Zimbra Sign In interface. At the top is the Zimbra logo. Below it is the 'Sign In' heading. There are two input fields: 'Username' with the value 'arulogic.test' and 'Password' with masked characters. To the right of the password field is a 'Forgot Password?' link and a 'Show' button. Below the password field is a blue 'Sign In' button and a checkbox labeled 'Stay signed in'. At the bottom, there is a 'Web App Version' dropdown menu set to 'Default' and a help icon.

2. Jika informasi yang diisikan user benar, akan muncul peringatan untuk mengganti password yang lama.



The image shows the Zimbra Sign In interface with a red warning box. The warning box contains the text: 'Your password is no longer valid. Please choose a new password.' Below the warning box, the 'Username' field still contains 'arulogic.test'. The 'Password' field is empty, and the 'Forgot Password?' link and 'Show' button are visible. Below the password field are two new fields: 'New Password' and 'Confirm Password', both with 'Show' buttons. Below these fields are two error messages: '6 or more characters' and 'Passwords must match'. The 'Sign In' button and 'Stay signed in' checkbox are still present. At the bottom, the 'Web App Version' dropdown menu is set to 'Default' and a help icon is visible.

3. Selanjutnya user akan diminta untuk mengisi kembali informasi password lama, dan membuat password yang baru dengan ketentuan:
- Terdiri atas **minimal 12 karakter**
  - Merupakan kombinasi antara huruf besar, huruf kecil, simbol dan angka.  
*Contoh : Abcde@1234@#*
  - dan klik Sign in



The image shows a Zimbra web application interface for signing in and resetting a password. At the top, the Zimbra logo is displayed in blue. Below it, the text "Sign In" is centered. The form contains several input fields: a "Username" field with the text "arulogic.test", a "Password" field with masked characters and a "Forgot Password?" link, a "New Password" field with masked characters and a "Show" button, and a "Confirm Password" field with masked characters and a "Show" button. Below the "New Password" field, there is a green checkmark and the text "6 or more characters". Below the "Confirm Password" field, there is a green checkmark and the text "Passwords must match". At the bottom of the form, there is a blue "Sign In" button and a checkbox labeled "Stay signed in". At the very bottom, there is a "Web App Version" dropdown menu set to "Default" and a help icon (question mark).