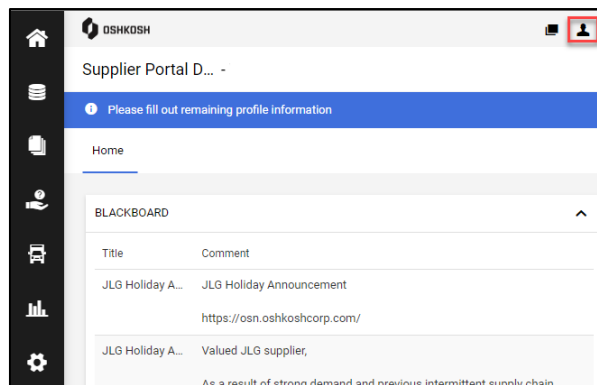Changing Login Password

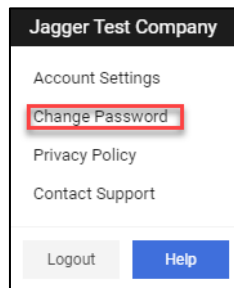## Changing User Password

This document highlights how to change user password within the Jaggaer Supplier Portal.

1. From any screen, select the 👤 icon from the top right corner of the screen	
2. A menu of options will populate, select the second option, **Change Password**	
3. You will need to input old password, new password, and that same new password for confirmation • Password Requirements ✓ Not one of the last 3 passwords ✓ Minimum of 8 characters ✓ Minimum of 1 special character (not A-Z or a-z or 0-9) ✓ Minimum of 1 number ✓ Minimum of 1 lower case letter and 1 upper case letter	

Changing Login Password

4.	There is also a **Password forgotten** selection that will require you to input user name and email where a new link will be sent by Jaggaer support to reset the email	
5.	In the case you are not logged into the portal and need to reset, from the login screen you can select the <u>Password Forgotten</u> link • This will bring you to the same request as above, you will need to know your username	
6.	In the case you do not know your username, if you have another user set up they can view your login from the Primary data>Contact people menu on the left navigation bar	
7.	In the case that none of this job aid assists with a log in issue:	Contact Jaggaer support at 1-800-233-1121 or online via https://www.jaggaer.com/jd/
End Job Aid		

Note: Use this format for notes below a section or at the end of the QRC, as needed