

Changing User Password				
This document highlights how to change user password within the Jaggaer Supplier Portal.				
1.	From any screen, select the Licon from the top right corner of the screen			
2.	A menu of options will populate, select the second option, Change Password	Jagger Test Company Account Settings Change Password Privacy Policy Contact Support Logout Help		
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	Change Password Old password Ø New password Ø Confirm password Ø × 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 lower case letter and 1 upper case letter 	 Minimum of 1 number Minimum of 1 lower case letter and 1 upper case letter Password forgotten? Save Reset 		



		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	Username EMail Password request	
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 	Log In English - Postal Usemane Register now Register now Enter Password English - (Pasword Forgate17 Log In	
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	Image: Contacts Contacts Image: Contacts Roles Image: Contacts Linked Contacts Image: Contacts Login name Image: Contacts E-Mail	
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 <u>https://www.jaggaer.com/jd/</u>	
End Job Aid			

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