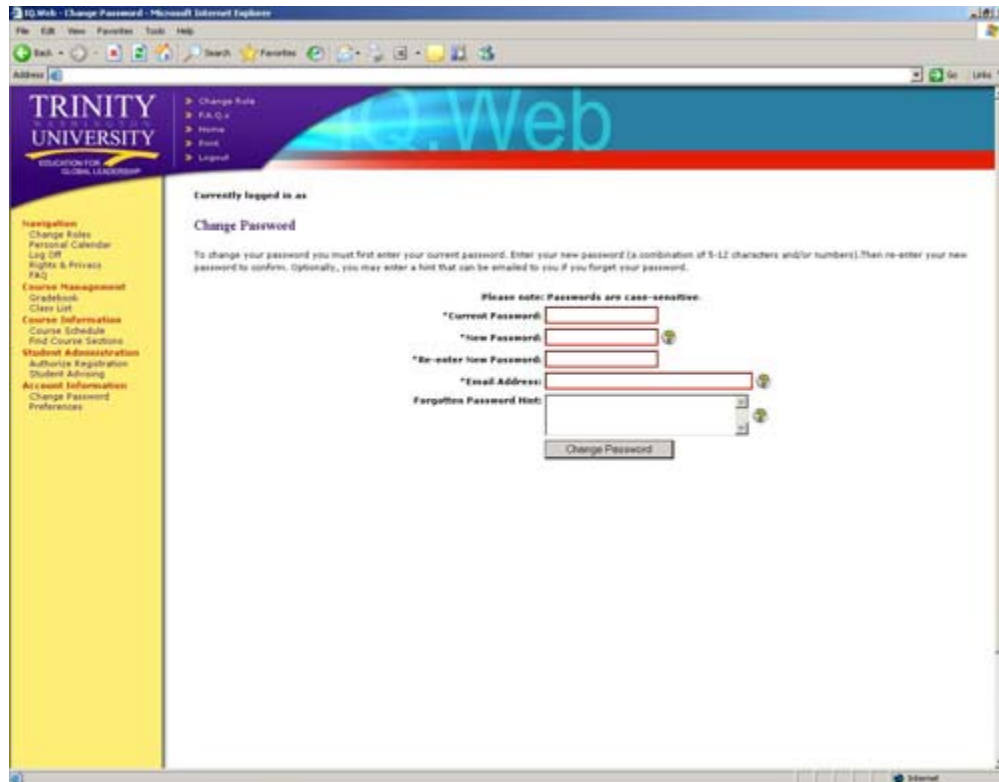


IQ.Web Faculty Cheat Sheet: *Changing Your Password*

From the Trinity home page, select login to access the secure area of Trinity's IQ.Web system. Enter the *login name* and *password* that was provided to you and sign in (<http://www.trinitydc.edu> -> For Faculty/Staff -> Login to IQ.Web). After you login, select the **Change Password** link under the *Account Maintenance* header (located on the left side column).

The following page will display asking you to change your password (see figure below). Once you have selected your password, click the **Change Password** button.



The screenshot shows a web browser window displaying the Trinity University IQ.Web 'Change Password' page. The page has a purple and blue header with the Trinity University logo and 'IQ.Web' text. A navigation menu is on the left, and the main content area is titled 'Change Password'. The form includes the following fields and instructions:

- Currently logged in as**
- Change Password**
- To change your password you must first enter your current password. Enter your new password (a combination of 8-12 characters and/or numbers). Then re-enter your new password to confirm. Optionally, you may enter a hint that can be emailed to you if you forget your password.**
- Please note: Passwords are case-sensitive.**
- *Current Password:** [Text input field]
- *New Password:** [Text input field]
- *Re-enter New Password:** [Text input field]
- *Email Address:** [Text input field]
- Forgotten Password Hint:** [Text input field]
- Change Password** [Submit button]

Note: Please, DO NOT change your e-mail address. You must use your Trinity e-mail address.