

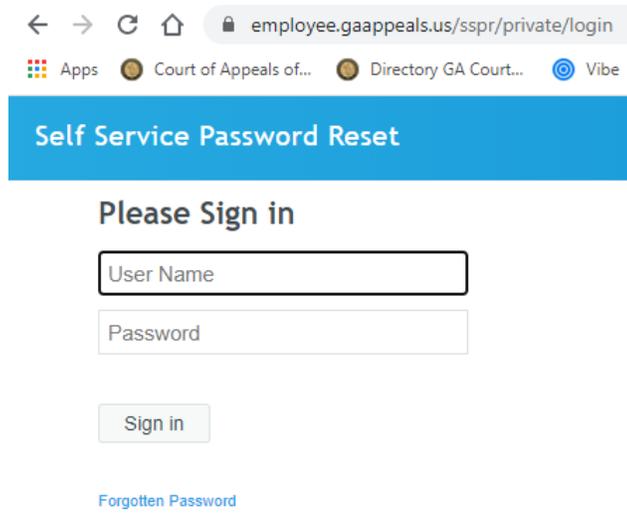
CHANGING YOUR PASSWORD

Requirements:

Must change your password while **ON** campus and connected to the network, can **NOT** be done remotely

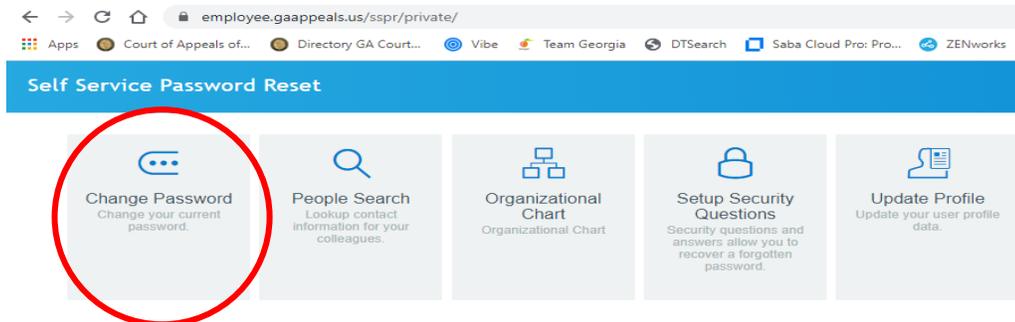
Must bring **ALL** state government devices (ie. Tablets, laptops, phone) with you on campus on password change day

1. Bring **ALL** your state government devices (e.g. Tablets, laptop, work cell) on campus, ensure they are powered **ON**
2. On one of your devices access the password change website employee.gaappeals.us in a web browser.



A screenshot of a web browser showing the login page for the Self Service Password Reset tool. The address bar displays the URL employee.gaappeals.us/sspr/private/login. Below the address bar, there are navigation icons and a list of installed apps including 'Apps', 'Court of Appeals of...', 'Directory GA Court...', and 'Vibe'. The main heading is 'Self Service Password Reset'. Below this, the text 'Please Sign in' is displayed. There are two input fields: 'User Name' and 'Password'. A 'Sign in' button is located below the password field. At the bottom, there is a link for 'Forgotten Password'.

3. Log in with your normal user name and password that is used to log into your device(s). After logging in, click the "Change Password" icon



A screenshot of the Self Service Password Reset dashboard after a successful login. The address bar shows the URL employee.gaappeals.us/sspr/private/. The dashboard features a blue header with the text 'Self Service Password Reset'. Below the header, there are five main menu items, each with an icon and a brief description: 'Change Password' (Change your current password), 'People Search' (Lookup contact information for your colleagues), 'Organizational Chart' (Organizational Chart), 'Setup Security Questions' (Security questions and answers allow you to recover a forgotten password), and 'Update Profile' (Update your user profile data). The 'Change Password' icon, which is a speech bubble with three dots, is circled in red.

4. Enter your new password on the "Change Password" page. Note the password requirements

Self Service Password Reset

Change Password

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 10 characters long.
- Must be no more than 32 characters long.
- Must include at least 1 number.
- Must have at least 1 symbol (non letter or number) character.
- Must not repeat any character sequentially more than 3 times.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Must have at least 2 unique characters.
- Must not include any of the following values: secret courtofappeals password123 password
- Must not include part of your name or user name.
- Can be changed no more often then once every 1 day.
- New password may not have been used previously.

Waiting for typing to complete....

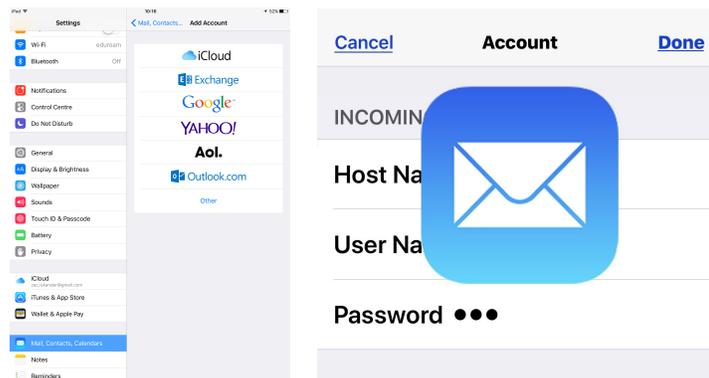
New Password

Confirm Password

5. Confirm your password change by logging into your other device(s) using the "NEW" password. If you do not have a 2nd device (e.g. Desktop or tablet) proceed to the next step.

After confirming the password was successfully changed you will also need to update the password for your email client on your mobile device and your Next Cloud app on **ALL** your devices.

6. Update the password for the email client on your mobile device so it can continue to upload/download emails to/from the gaappeals.us email server after your password change. Depending on your email client (ex. Gmail, Apple Mail, Outlook, Nine Mail) you should be able to update the password within the "Settings" menu of that email client. (See pics below for examples of email client settings on a mobile device)



7. On **ALL** your devices, log into your NextCloud account with your new password. NextCloud , the app that syncs your files to a cloud to make them accessible on all your devices, recognizes the change in log-in credentials. Therefore, it will push notifications to **ALL** your device(s) to re-authorize/grant access to your NextCloud account. Follow the prompts from NextCloud, and log into your NextCloud account with your new log-in credentials on **ALL** your state government devices (**See pic below for an example of your NextCloud log-in prompt**).

