

## Changing Your UIWeb Password

There are at least two methods of changing a password in UIWeb 4.3.

### Changing Your Datatel Colleague (UIWeb) Password

1. On the Datatel/Colleague login screen, type your **User ID** in all CAPITAL letters (e.g. JLANCER).on the UIWeb log on screen.

The User ID starts with the **first letter of your first name** and the **first six letters of your last name**.



2. Before entering your existing password, click the **Change Your Password** link at the bottom of the Login box.

Since your User ID was entered in the User ID box, the field already is completed on the Change Password form that displays.



## Changing Your UIWeb Password

### Changing Your Datatel Colleague (UIWeb) Password

3. Beside **Current Password**, type your existing **Datatel Colleague (UIWeb) Password**.
4. Beside **New Password**, type a desired **Password**

**Remember that passwords are “case sensitive,” so type the letters and numbers, in lower or upper case, depending on how you want to type them each time you enter your Datatel Colleague (UIWeb) password.**

5. Beside **Confirm New Password**, enter the new password a second time to confirm your choice.
6. Click the **Submit** button.

**If you already are working in Datatel UIWeb, the Change Password form can be accessed by choosing Change Password from the Options menu.**

### Changing Your Datatel UIWeb Password from the Options Menu

1. If you already are logged into UIWeb 4.3 (or above when it becomes available), from the **Options** menu, select **Change Password** and complete the form as described above.

