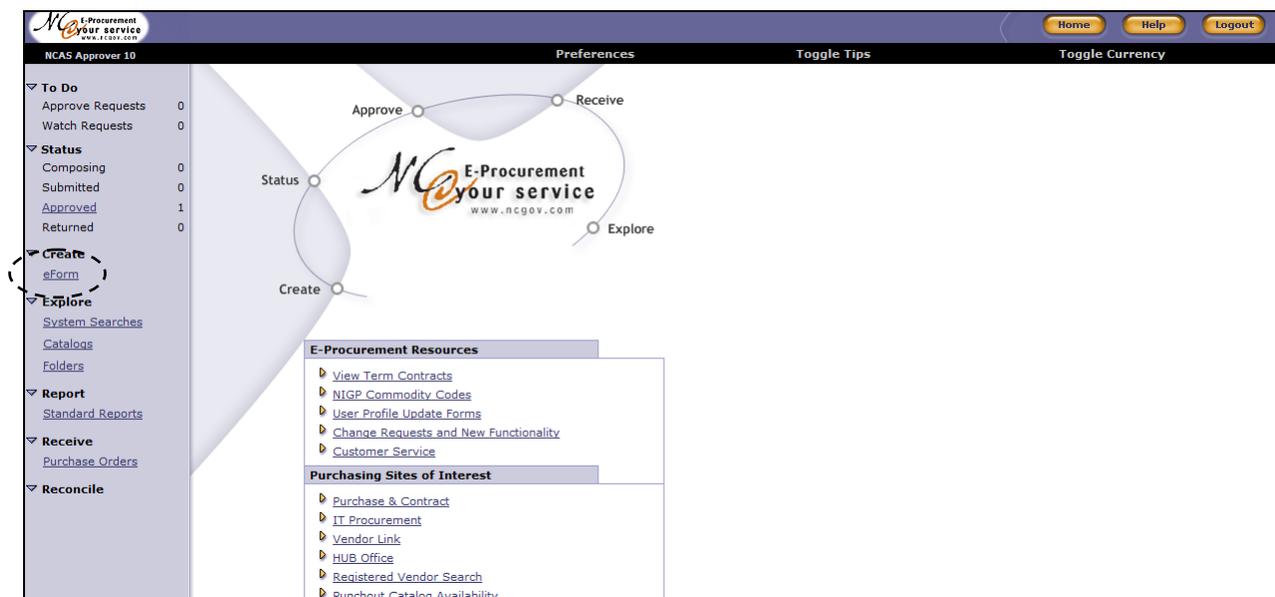


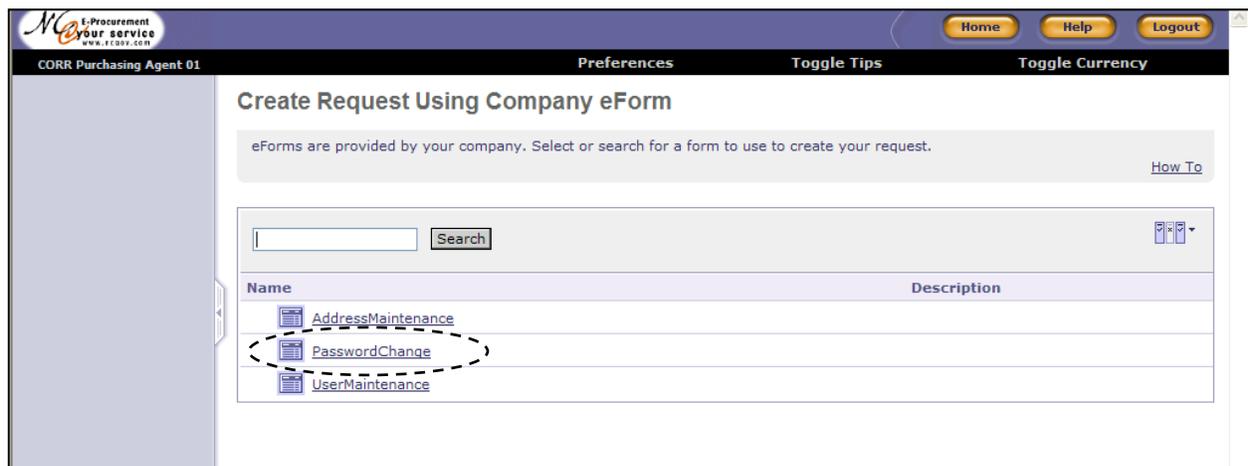
Password eForm

eForms are electronic forms within NC E-Procurement @ Your Service. They allow Security Administrators to avoid paper processing by directly updating user information in the system. eForms are easy-to-use pages accessible from the Shortcut Menu on the E-Procurement homepage. Only Security Administrators and CC and LEA EPLite Administrators have access to eForms.

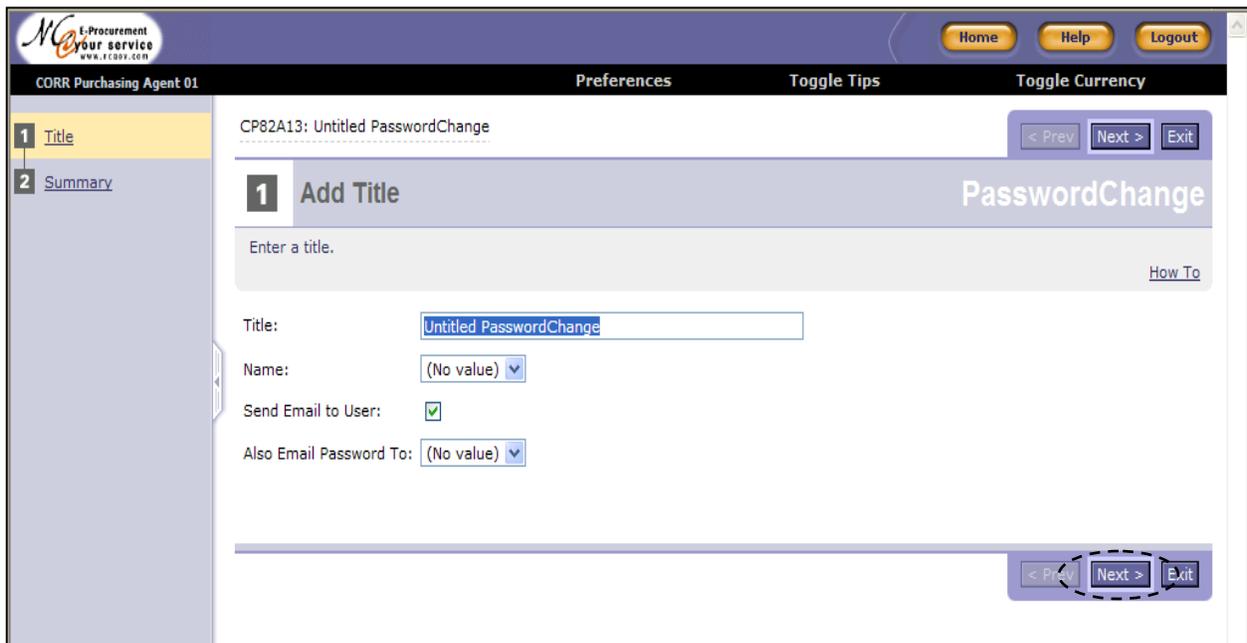
The Password Change eForm allows Security Administrators to set up new user passwords and reset existing user passwords. This functionality will be used each time a new user is added to the system. This feature is also helpful if a user forgets his/her password information.



1. Choose the 'eForm' link from the Shortcut Menu on the E-Procurement homepage.



2. Choose the 'PasswordChange' link.



3. **Title** – Users may enter a title for the eForm if desired, e.g., ‘Password Change for new user – John Doe’.
4. **Name** -- Select the name of the user from the dropdown box that requires the password reset. If the user is not listed in the dropdown box, select ‘**Other...**’.
5. **Also Email Password To** – A copy of the email containing the new password can also be mailed to another user within the entity. Select the desired user’s name to send the copy to in this field. If the user is not listed in the dropdown box, select ‘**Other...**’.

Note: Do **not** remove the check from the checkbox titled, ‘**Send Email to User:**’. If the checkbox is deselected, the user will not receive a copy of the new password.

6. Click ‘**Next**’.
7. Review the request and click the ‘**Submit**’ button.

Note: An email will be sent to the selected users(s). This email will contain a system-generated password that may consist of both numbers and letters. It is recommended the user copy and paste the password from the email into the login page to avoid confusion of lower case letters and numbers. For security purposes, this email does not contain the user’s login token. Users will need to contact their Security Administrator to obtain this information.