CS – Password Reset (TST Environment)

**Purpose:** After entering your initial user name and unique password in CS TST, you will be prompted to update your password.

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| 1.   | Enter your initial user name (Cat ID) and unique password.  
Your initial unique password = **Test_06_{your user name}**  
*Example:* user name rajones would be:  Test_06_rajones |
| 2.   | Click the **LOGIN** button.  
**Result:** The following screen displays.  
![Password Change Screen](image)

Passwords must be at least 6 characters long and must contain (in any order) at least one alpha character, one numeric character, and one special character. Valid special characters are: @ # % & * ( ) + - _  

Your password serves as your electronic signature. Change it frequently to ensure that the information cannot be guessed or used by others.

| 3.   | Type your **initial unique password** in the **Current Password** field.  
Type your **new password** in the **New Password** and **Confirm New Password** fields.  
**Password Criteria:**  
- Must be at least 8 characters long  
- Must contain at least one alpha, one numeric, and one special character (in any order). Valid special characters are: @ # % & * ( ) + - _ |
| 4.   | Click the **Change Password** button.  
**Result:** Your password has been updated. Test passwords expire on the first Sunday of each month.  

*Warning: Your password must be changed due to expiration or an administrative reset. You must enter a new password to continue. Enter a new password below.*