CacATERS CacATERS BLOBAL Transporter	Change	Your Password
STEP 1 From the CalATER http://www.sco.ca.g Under Global Sign	S web site at gov/calaters_global.html In, click CalATERS Global.	STEP 2
Skip to: Mobile   Content   Footer   Accessibility         Controller Betty T. Yee         California State Controller's Office         Home About Us Public Services         State and Local         State Employees         Publications         News         21st Century Project   CalATERS Global   Personnel & Payroll Services           Home -> State Employees -> CalATERS Global		Please enter your logon information below and click the Logon button to begin. User ID: scoee161 Password: •••••••
CalATERS Global C. Reporting System Administration (Dept Acd Use Only) Training Database ▼ GLOBAL INSTRUCTIONS Get Started & New User	ALATERS Global California Automated Travel Expense Reimbursement System has been enhanced to at the various needs of the State and industry standards. We welcome you to CalATERS bal.	New user? <u>New User Registration</u> Having trouble logging in? <u>Click here for assistance</u> Work Offline
Registration         Travel Advance and Expense         During New User Registration, your password is sent to your email. If you do not know your CalATERS password, refer to Forgot Your User ID or Password instructions. To change your password sign in to CalATERS		At the Sign In screen, key your User ID and system- assigned password, then click Logon
STEP 3 From the top of the	Work Queue, click	STEP 4         To change your password, click on the tab titled         Image Password
File Edit View So	rt Help	Options       Options       Options       Options       Custom Settings       Prepare for       Submit for
Then, click the button.		Change your sign in password. Current password: Maximum of 14 alphanumeric characters. New password: Re-enter password: Submit Password Change Request
First name: Middle initial: Email address:	Deja calaters@sco.ca.gov	Password Rules:
Ø Options	G Back Next Done Cancel	Maximum password length is 8 Maximum password length is 14 At least one uppercase alphabetic character At least one lowercase alphabetic character At least one numeric digit At least one punctuation character (\$, !, %, ^) Passwords expire every 90 days

Change	Your Password
STEP 5	STEP 6
Image: Submit Password       Image: Submit for Password         Image: Submit password       Image: Submit password	A commution screen will appear.  Success!  Your password request has successfully completed.  Ok  Click Ok . Your new password is now in effect.