e*PROC* strategic procurement
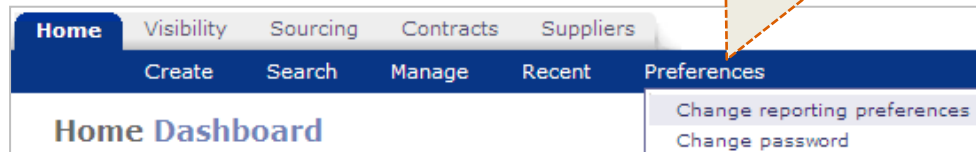
How can I reset my password?

How to change my password via your personal preference?

Click: **[Preferences]**
Then select: **[Change password]** ①

Home	Visibility	Sourcing	Contracts	Suppliers
	Create	Search	Manage	Recent	Preferences

Home Dashboard

Change reporting preferences
Change password

Home	Visibility	Sourcing	Contracts	Suppliers

Change Password

Change your password and set a secret question and answer tha

In the field type your current password ②

Passwords are case-sensitive, and must be between 8 and 16 char also include at least one letter. For example, go2ariba.

Current Password: * [ ]

New Password: * [ ]

New Password (confirm):   * [ ]

In the 2 others fields type and confirm your new password ③

(*) indicates a required field

[OK] [Cancel]

Click on **[OK]** ④

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How to reset my forgotten password? (1/2)

User Name:

Password:

[Login]

Forgot your user name or password?

Contact Us

Click: **[password]** ①

Password Help

To regain access to your account, enter your user name.

User Name: [   ]

[Submit] [Cancel]

Confirm your username (i.e. Your business email address) and click: **[Submit]** ②

Password Help

To regain access to your account, enter the secret answer that you have registered.
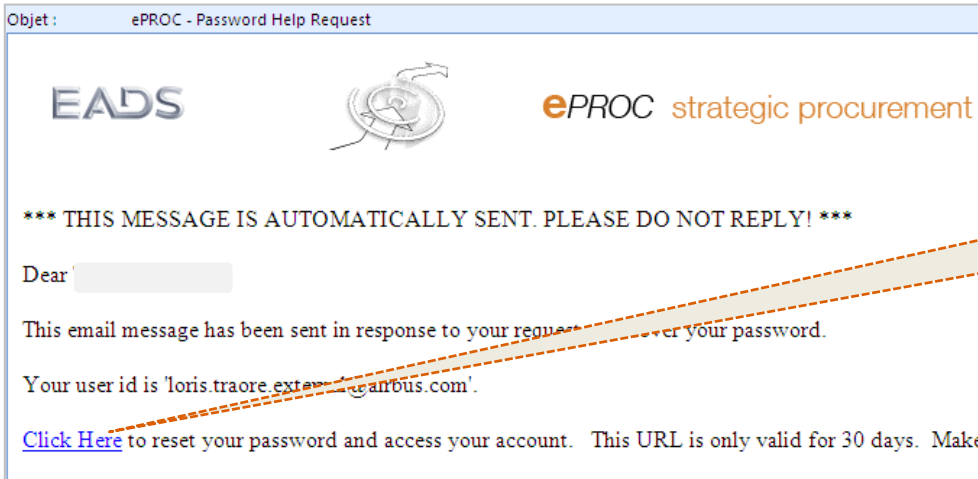
- What is your mother's maiden name?

[   ]

[OK] [Cancel]

Enter the answer to your question and Click: **[OK]** ③

Password Help

An email has been sent to the email address you have registered with Ariba. Check your email for further instructions on how to reset your password.

[Done]

Click: **[Done]** ④

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How to reset my forgotten password? (2/2)

Objet : ePROC - Password Help Request

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*** THIS MESSAGE IS AUTOMATICALLY SENT. PLEASE DO NOT REPLY! ***

Dear

This email message has been sent in response to your request to recover your password.

Your user id is 'loris.traore.external@airbus.com'.

Click Here to reset your password and access your account.   This URL is only valid for 30 days. Make

> You will be notified that you will receive en e-mail. In this email click on **[Click Here]** 5

Expired Password

Your password will expire in 79 days. Change your password and set

Passwords are case-sensitive, and must be between 8 and 16 character also include at least one letter. For example, go2ariba.

New Password: * ••••••••
New Password (confirm): * ••••••••

Secret Question: 🛈 * | What is your pet's name? |▼|

Secret Answer: * [   ]

(*) indicates a required field

[OK]

> Type and confirm your new password 6

> Select a **[Secret Question]** 7

> Answer the question 8

> Click **[OK]** 9

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