



User Guide

Section 1.3

Change Your Password

Table of Contents

- Section 1.1 Administrative - Change Your Password 3
- A. Introduction..... 3
- B. Screens 3
 - 1. Home Page (A_HOM_100) 3
 - 2. Secure System Password Reset (A_CHG_100)..... 4
 - 3. Secure System Password Reset (A_CHG_100) (with pop-up password rules)..... 5
 - 4. Secure System Password Reset (A_CHG_100) (with pop-up error message) 5
 - 5. Secure System Password Reset (A_CHG_100) (with pop-up error message) 6
 - 6. Secure System Password Reset (A_CHG_100) (with pop-up error message) 6
 - 7. Password Reset Confirmation (A_CHG_130)..... 7
- C. Change Your Password Access Instructions..... 8
- D. Function Tables for Screens..... 10
 - 1. Home Page (A_HOM_100) Screen Functions 10
 - 2. Secure System Password Reset (A_CHG_100) Screen Functions 10
 - 3. Secure System Password Reset (A_CHG_100) (with pop-up message) Screen Functions 10
 - 4. Password Reset Confirmation (A_CHG_130) Screen Functions 10
- E. History / Revision Log..... 11

Cotton Online Processing System

Section 1.1 Administrative - Change Your Password

A. Introduction

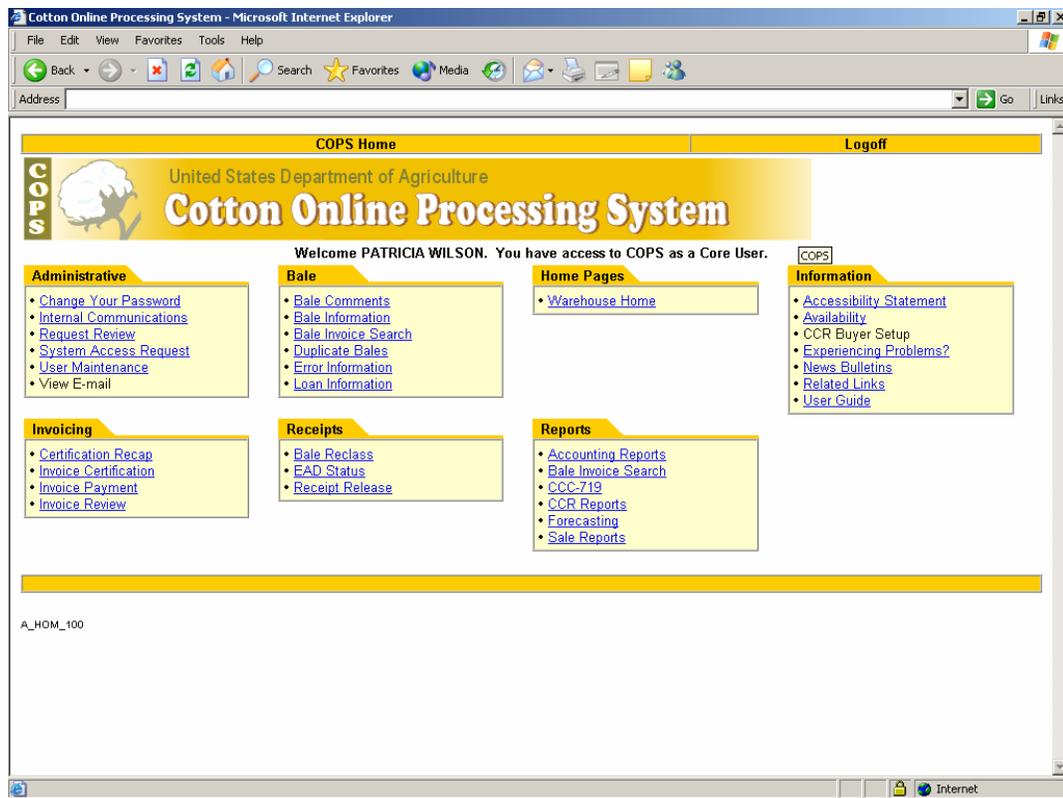
The Change Your Password link on the COPS Home Page provides the capability to change the password for the User's ID.

B. Screens

1. Home Page (A_HOM_100)

The **COPS Home Page** allows the User to select options based on their User ID. The allowed options will be underlined, showing that the link is available.

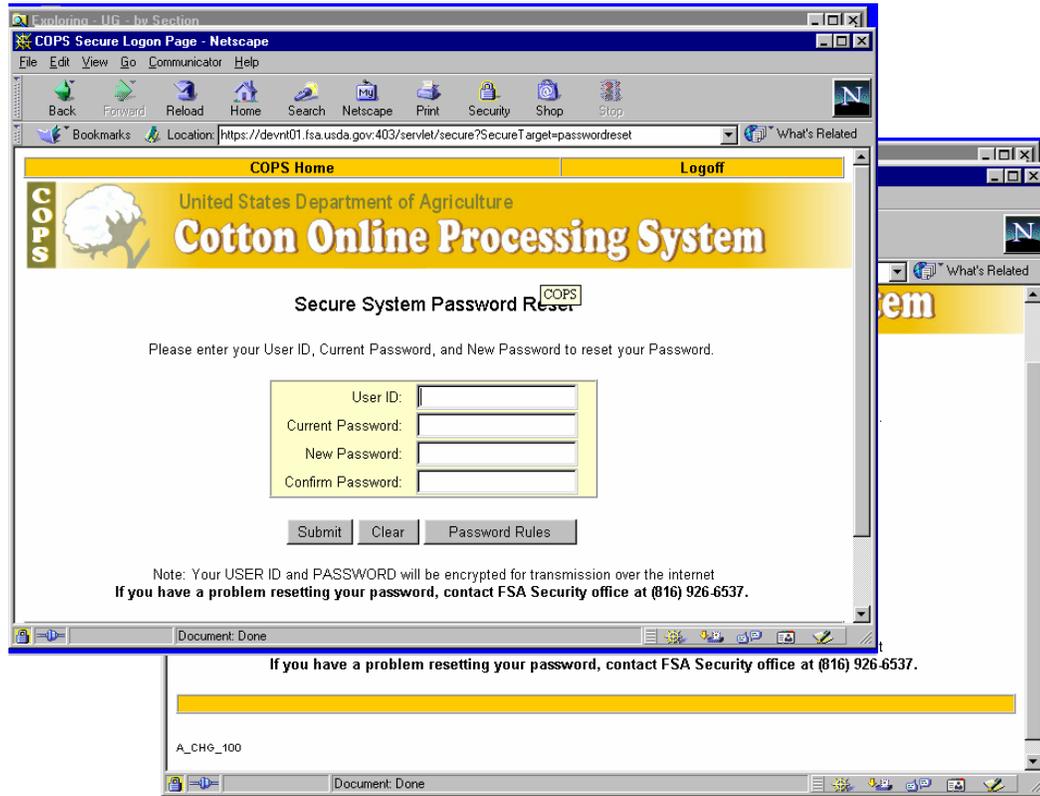
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



Cotton Online Processing System

2. Secure System Password Reset (A_CHG_100)

The Secure System Password Reset screen allows the user to enter and confirm a replacement password for their User ID. If there are any questions regarding the password rules, clicking the "Password Rules" button will display the requirements for the password.

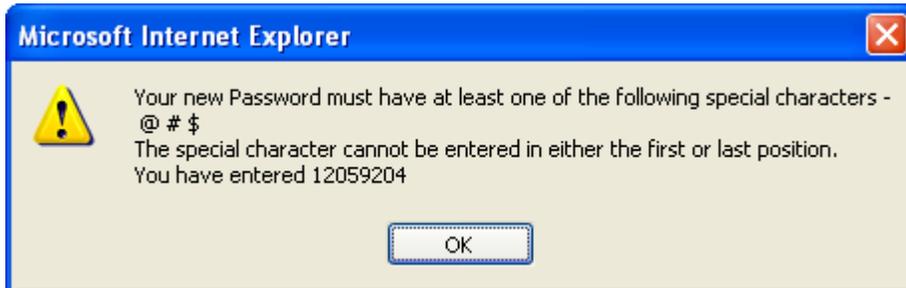


3. **Secure System Password Reset (A_CHG_100)** (with pop-up password rules)

The **Secure System Password Reset** screen will display a pop-up window with the NITC rules for passwords.



4. **Secure System Password Reset (A_CHG_100)** (with pop-up error message)

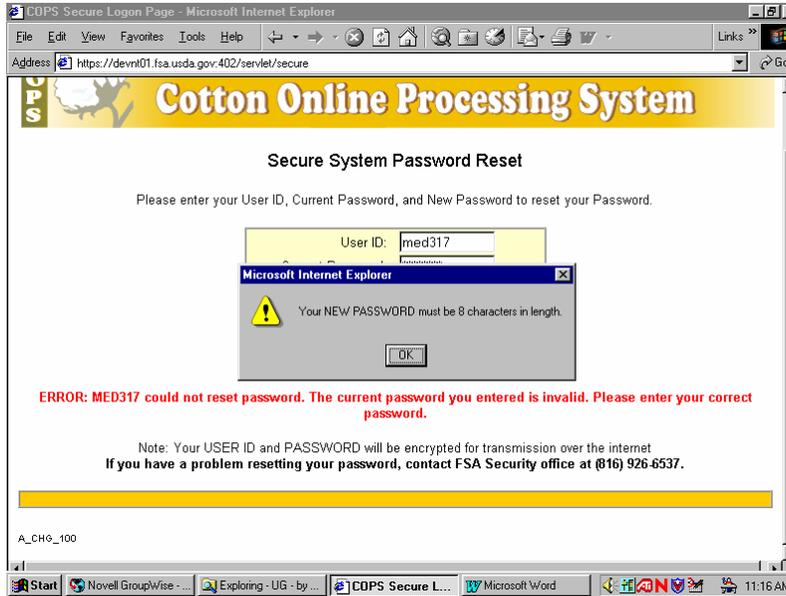


The **Secure System Password Reset** screen will validate the passwords entered and create a pop-up display of any problems.

Cotton Online Processing System

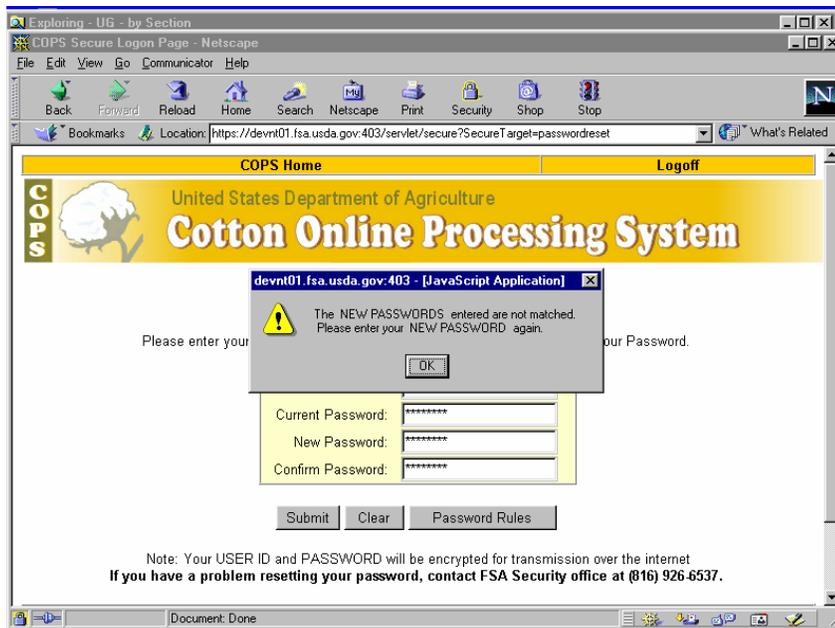
5. Secure System Password Reset (A_CHG_100) (with pop-up error message)

The Secure System Password Reset screen will validate the passwords entered and create a pop-up display of any problems.



6. Secure System Password Reset (A_CHG_100) (with pop-up error message)

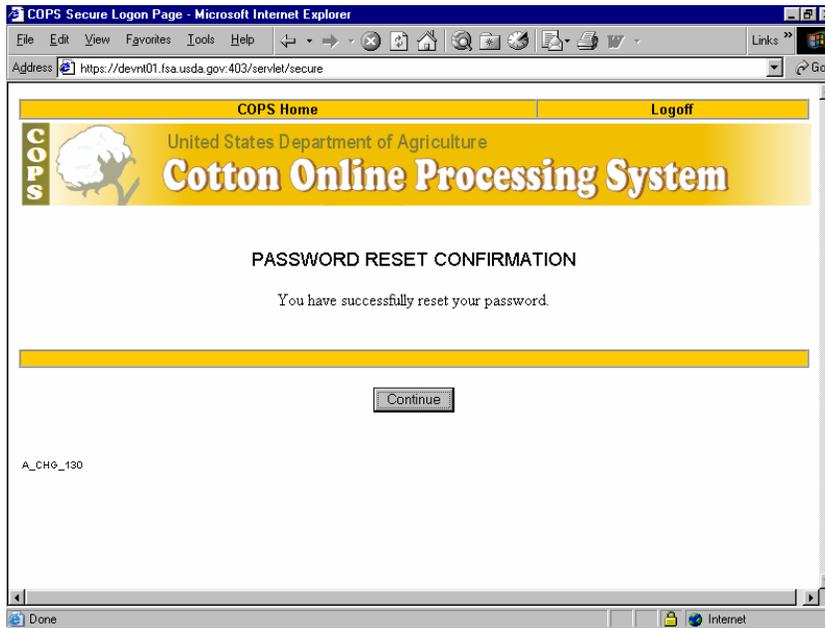
The Secure System Password Reset screen will validate the passwords entered and create a pop-up display of any problems.



Cotton Online Processing System

7. Password Reset Confirmation (A_CHG_130)

The Password Reset Confirmation screen verifies the successful reset of the password.



Cotton Online Processing System

C. Change Your Password Access Instructions

If the Action is a letter (a), the corresponding results will have the same letter (a).

Step	Action	Results
1.	On the COPS Home Page , click the "Change Your Password" link under the Administration heading.	♦ The Secure System Password Reset screen will be displayed (continue to step 2).
2.	<p>On the Secure System Password Reset screen, do the following:</p> <p>a. To change your password, enter</p> <ul style="list-style-type: none"> - your User ID - your current password - a new password - the new password (again) followed by clicking "Submit". <p>b. To clear the User ID and Password data fields, click "Clear".</p> <p>c. To display the NITC password rules, click "Password Rules".</p>	<p>a. - If there is a problem with information entered, a pop-up screen will be displayed containing a message related to the error (continue to step 3). - If the new passwords are OK, the Password Reset Confirmation screen will appear (continue to step 4),</p> <p>b. The data text fields on the Secure System Password Reset screen will be cleared of any information entered (continue with this step).</p> <p>c. A pop-up screen will be displayed listing the NITC requirements for the creation of a password. (go to step 5).</p>
3.	<p>On the Secure System Password Reset with a pop-up message display screen, do the following:</p> <p>♦ Read the message and click "OK".</p>	♦ The pop-up message display screen will close (go to step 2).
4.	On the Password Reset Confirmation screen, click "Continue".	♦ The COPS Home Page screen will appear.
5.	On the Secure System Password Reset with a pop-up display screen of the NITC password rules, do the following:	

Cotton Online Processing System

Step	Action	Results
	<ul style="list-style-type: none">◆ Read the NITC rules for a password and click "OK".	<ul style="list-style-type: none">◆ The pop-up message display screen will close (go to step 2).

Cotton Online Processing System

D. Function Tables for Screens

1. Home Page (A_HOM_100) Screen Functions

Selection	Description
Change Your Password	Link to the Change Your Password process, will open the Secure System Password Reset screen.
Command Buttons	Functions
<i>None on screen</i>	

2. Secure System Password Reset (A_CHG_100) Screen Functions

Selection	Description
User ID	ID assigned to individual user.
Current Password	Password currently using.
New Password	New password
Confirm Password	New password, typed a second time to confirm.
Command Buttons	Functions
Submit	Opens COPS Home Page screen if passwords are correct, else will display a pop-up message with error.
Clear	Clears the fields on the screen to refresh the screen.
Password Rules	Opens a pop-up screen displaying the NITC password rules.

3. Secure System Password Reset (A_CHG_100) (with pop-up message) Screen Functions

Selection	Description
Text message	Message contains information about the problem with the password.
Command Buttons	Functions
OK	Closes the Pop-up message box.

4. Password Reset Confirmation (A_CHG_130) Screen Functions

Selection	Description
Text message	Message confirms password successful reset.
Command Buttons	Functions
Continue	Opens COPS Home Page screen.

Cotton Online Processing System

E. History / Revision Log

Version #	Date	Description
1.0	JUL 8, 2003	New version of User Guide for 2003 COPS new look
1.1	JUL 28, 2003	On July 27, 2003, NITC upgraded the operating system on the mainframe and changed the rules for passwords: <ul style="list-style-type: none">◆ Added new button on password reset screen to pop-up the new rules◆ Modified the error messages from editing the password.
1.1	AUG 1, 2003	New option CCC-719 added to COPS Home Page. <ul style="list-style-type: none">◆ Updated pages with Home Page screens.
1.3	NOV 1, 2003	New option Duplicate Bales added to Home Page <ul style="list-style-type: none">◆ Updated pages with Home Page.
1.4	DEC 1, 2003	Two new options Invoice Certification & Certification Recap added to Home Page <ul style="list-style-type: none">◆ Updated pages with Home Page.
1.7	DEC 15, 2005	New options on Home page <ul style="list-style-type: none">◆ Updated Home Page (A_HOM_100) screen.
2.9	MAR 25, 2008	New password rules were established by NITC on FEB 01, 2008.