

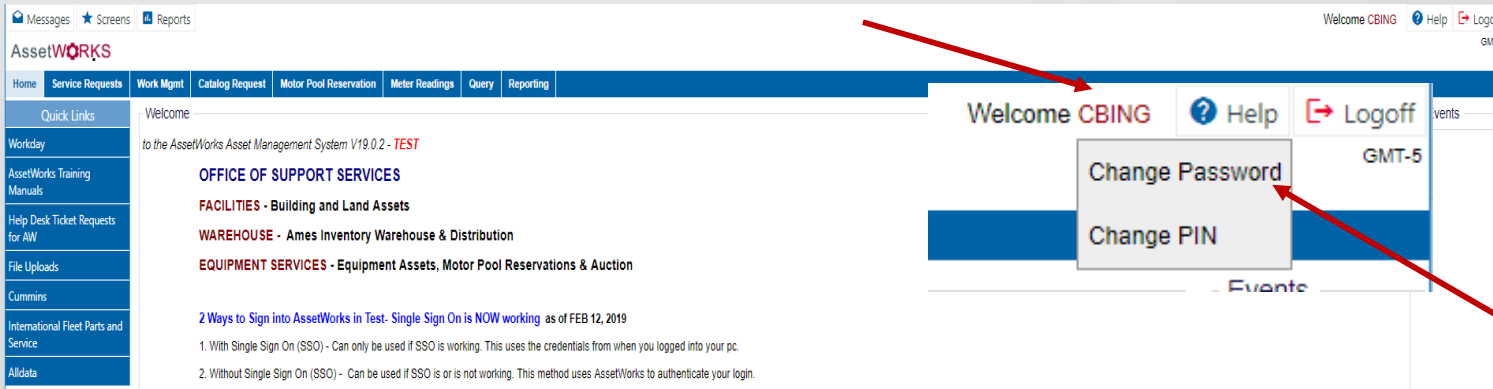
How To Change My Password In AssetWorks

August 2, 2019



How Do I Change My Password In AssetWorks if I Selected W/O SSO?

If you selected **Single Sign On (SSO) without** you will need to type in your **IDOT User ID and password1** to log in. Once you login you will need to change your password. Click on your User ID, located in the upper right corner.



Once you click on your User ID, this box will appear.
Click **Change Password**.

Your Old Password- Will be **password1**.

Click the tab button (not enter), this will take you to the next field.

New Password and Confirm New Password – You can use any password. This does not need to be the same password you use on your computer. If you sign in with Google Chrome, it will ask if you want to save your password. Click Yes.

Click **Change Password**. You will get a green bar that says, Password changed for a split second. It will then automatically take you back to the login page. If you are not taken back to login page, you will have to repeat the steps again.

A screenshot of the 'Change and Verify Password' form. It contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below the fields are two buttons: 'Cancel' and 'Change Password'. The 'Change Password' button is highlighted with a red rectangular border.