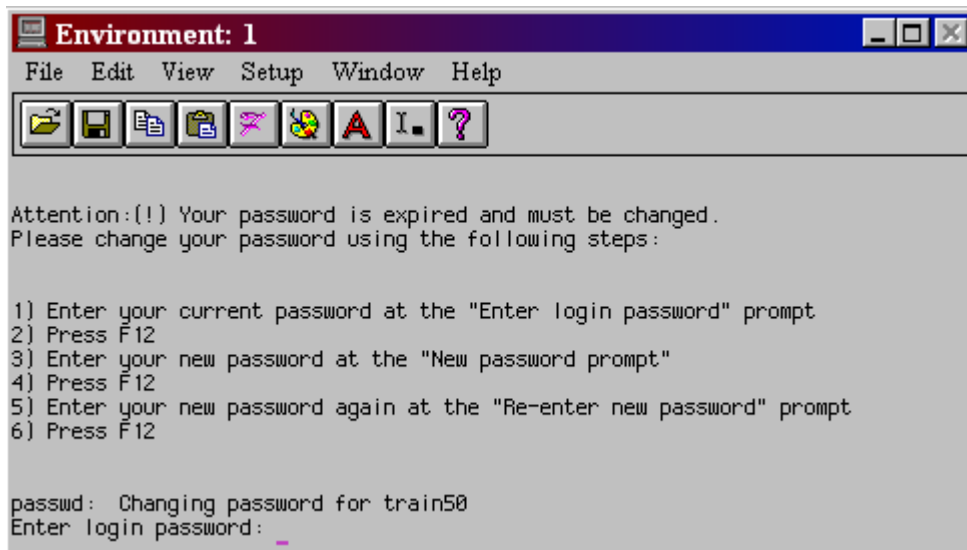


## Changing Your PHRIS (Lawson) Password

When a password has remained the same for 90 days; when a person is new; or in some cases, such as with the May 19 system migration, the system will automatically transfer the user to the “password change” screen (shown below) once the *Connect* button is pressed. You will not be able to complete logging in until the password has been successfully changed.

Before you proceed, think about what your password will be. It should be a strong password with a combination of characters (upper and lower) and numbers. Be sure to keep your password secure and do not share it with anyone else.



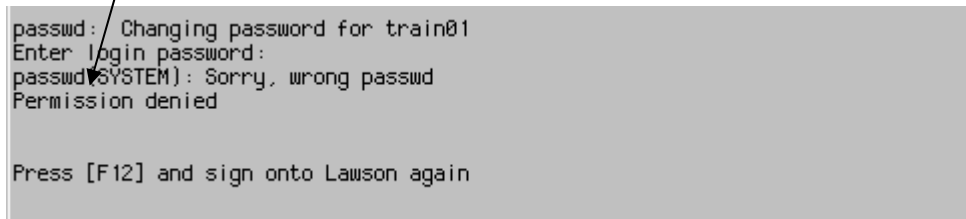
Follow the on-screen instructions to change your password.



Be sure to press the **F12** key and **not** the *Enter* key after each instruction. If you press *Enter*, the system will try to interpret it as another password character.

As you enter the information (old and new passwords), you may not see the cursor move as you type; this is okay and the system is working properly.

<b>Step 1</b>	Enter your <b>current</b> password at the “Enter login password” prompt.
<b>Step 2</b>	Press <b>F12</b>
	<b>\$ Note</b> If the current password was entered incorrectly, an error message will display (see example below). You must press F12 again to log off the system. Log in to the PHRIS again. The “change password” screen will redisplay, and you will need to reenter your current password (Step 1).



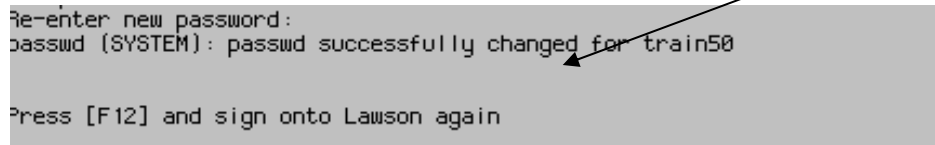
<b>Step 3</b>	Enter your new password at the “New password” prompt. The password is case sensitive. Be sure to note which characters are in upper- and lowercase. Check your caps lock key.
<b>Step 4</b>	Press <b>F12</b> . In case of an error message, return to step 3 and enter a new password again, adjusting the password to pass the edit.  \$ <b>Note:</b> The system will not permit your new password to be the same or too similar as a previous password; if the exact or similar password is entered, the following message will display “Password cannot be circular shift of logonid.”
<b>Step 5</b>	Enter your new password again at the “Reenter new password” prompt. This instruction appears once your new password has passed all edits in Step 3.
<b>Step 6</b>	Press <b>F12</b> .  \$ <b>Note:</b> In case of an error, the prompt returns to Step 3, the “ <b>New password</b> ” prompt.
<b>Step 7</b>	Press <b>F12</b> when you see the message “passwd successfully changed. . .”

The login screen will disappear as you are logged off. You must log on again using your current login ID and your new password.

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Re-enter new password:
passwd (SYSTEM): passwd successfully changed for train50
Press [F12] and sign onto Lawson again

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If you are unable to resolve an error condition or need further assistance, please contact the MCPS Help Desk, 301-517-5800.