

UPDATING YOUR FORUM PASSWORD

Welcome to Forum, Colorado Judicial’s online marketplace forming the center of Judicial and public business.

This document provides the steps for updating your Forum Password.

All users must update their password every 90 days. Users will see an alert after logging in if their password is within 14 days from expiring. This alert will be present until your password is updated and will provide a link to your settings page to update your password. If your password is not updated in this window, you will be prevented from logging into Forum and will need to reset your password from the login page.

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UPDATING YOUR PASSWORD ONCE LOGGED IN

Your password can be updated from your My settings page.

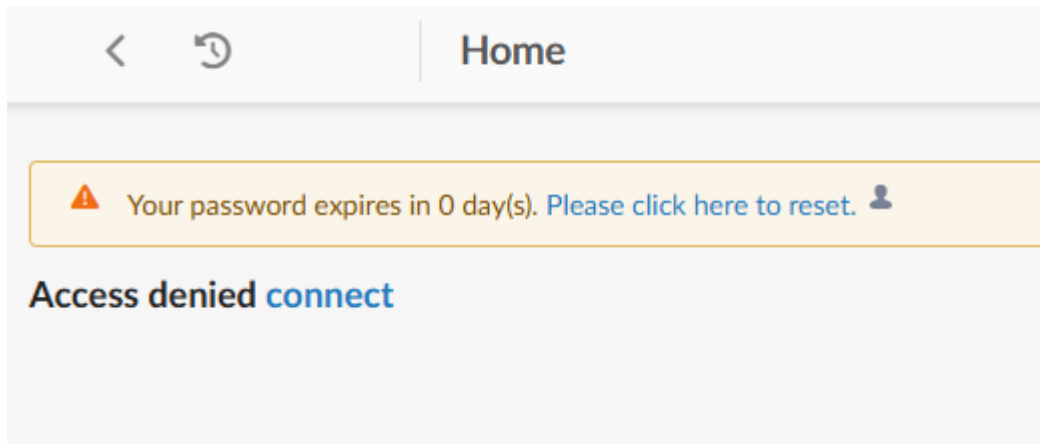
In the upper right corner first click your name, then click My settings. In the password section enter your current password in the Current password field and your new password in the New password and Confirm new password fields.

The screenshot displays the 'My settings : Training VENDOR' page. In the top right corner, the user's name 'Training V.' is highlighted with a red box, and a dropdown menu is open, showing 'My settings' and 'Logout', with 'My settings' also highlighted by a red box. The main content area includes a 'Supplier' field, a 'Phone' section with fields for Phone, Cell Phone, and Fax, a 'Photo' section with an 'Add a picture' button, and a 'Last Connection' section showing the last connection date and IP address. At the bottom, the 'Password' section is highlighted with a red box, containing fields for 'Current password', 'New password', and 'Confirm new password', along with 'Update password' and 'Cancel' buttons. To the right of the password section is the 'Two-Factor Authentication' section, which shows it is currently 'DISABLED' and includes an 'Enable Two-Factor Authentication' button.

The new password must follow the same rules as described in the Updating Your Password From the Login Page section. After you have entered your new password click Update password.

RESETTING YOUR PASSWORD

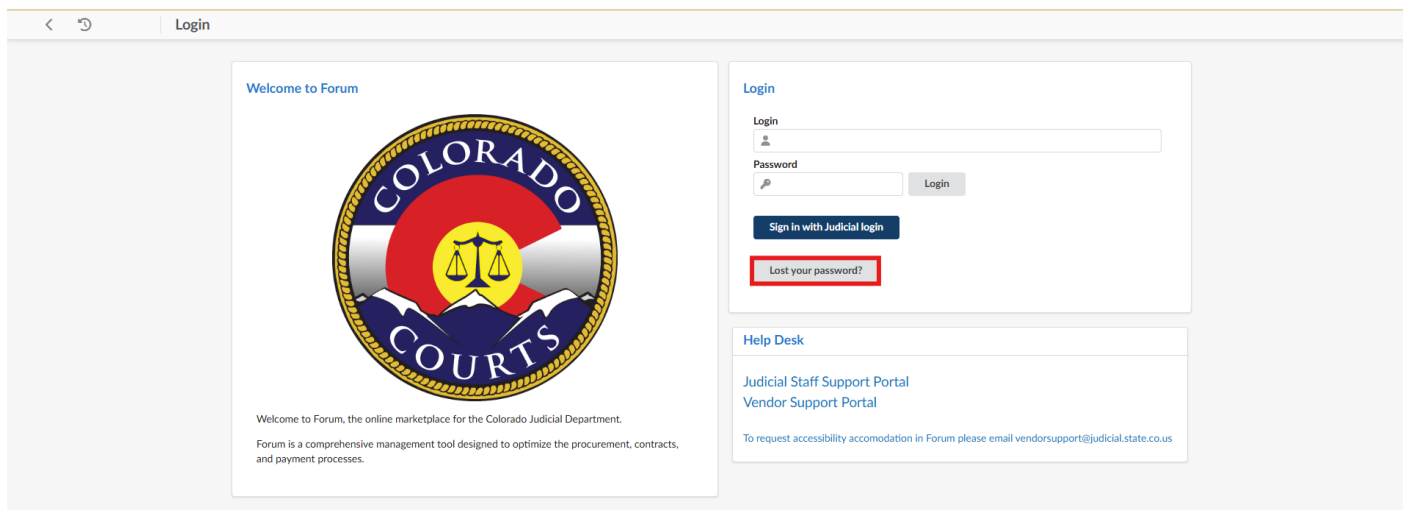
If your password has expired, you will see a message to reset it when you log in.



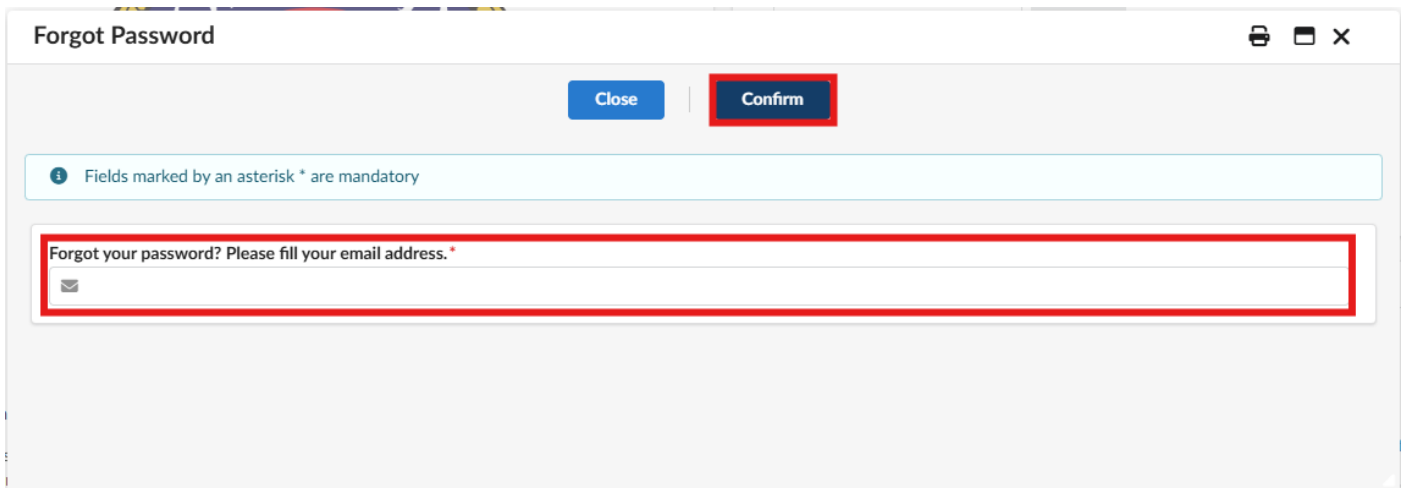
Click the reset link and enter your new password.

UPDATING YOUR PASSWORD FROM THE LOGIN PAGE

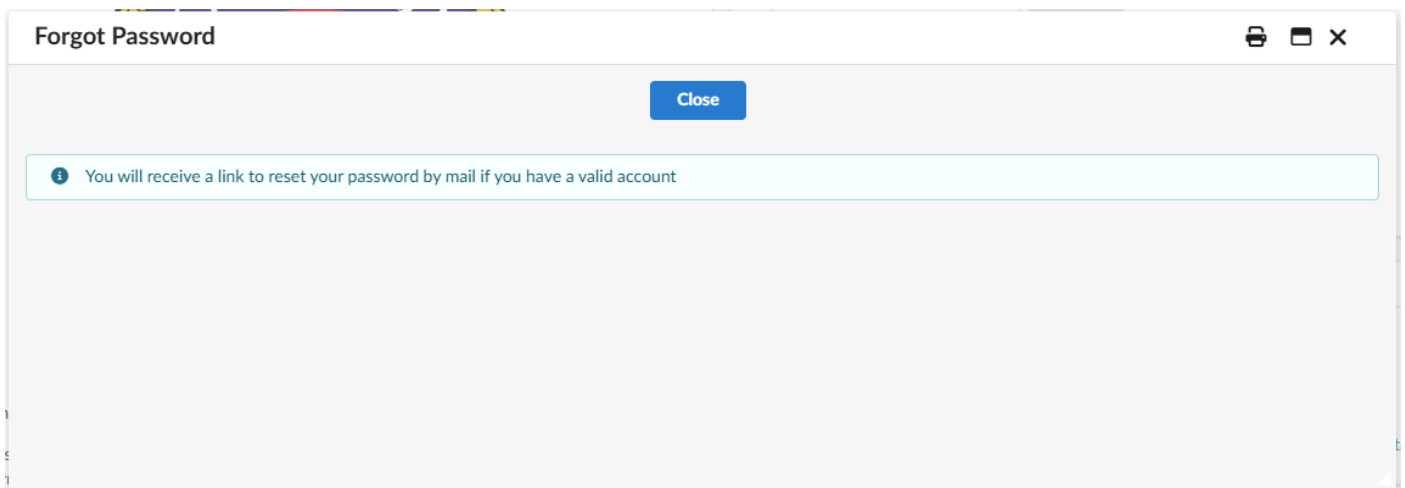
To update your Forum password first click Lost your password?



In the Forgot Password window enter your email in the “Forgot your password? Please fill your email address.” field and then click Confirm.



After clicking Confirm you will see the notification “You will receive a link to reset your password by mail if you have a valid account”



After a couple of minutes if you do not see the email to reset your password, please check your spam and junk mail inboxes. Once you have found the email you can click the “Log in now” link. After receiving this email, you must reset your password within 60 minutes otherwise you will need to complete the previous steps again.

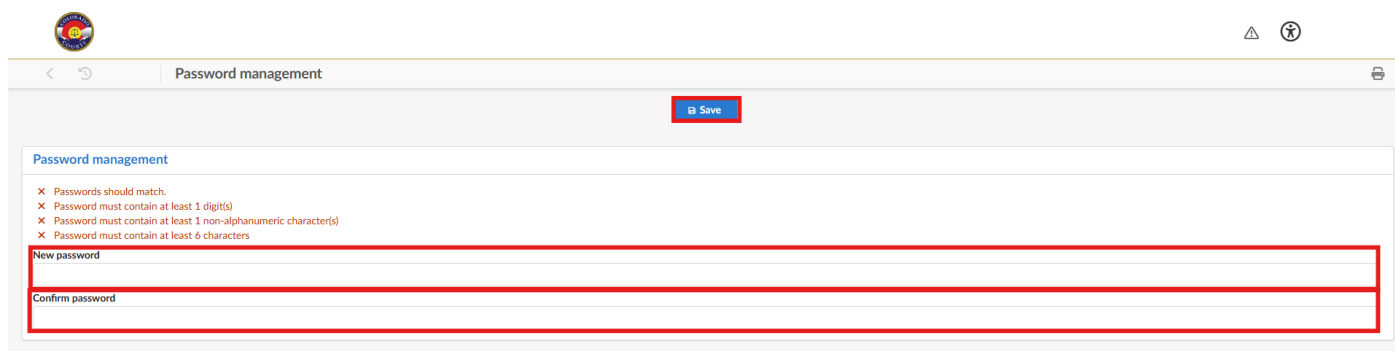
A password reset for the Forum account associated to this email address has been requested. To complete the process, please follow the following link any time within the next 60 minutes:

[Log in now](#)

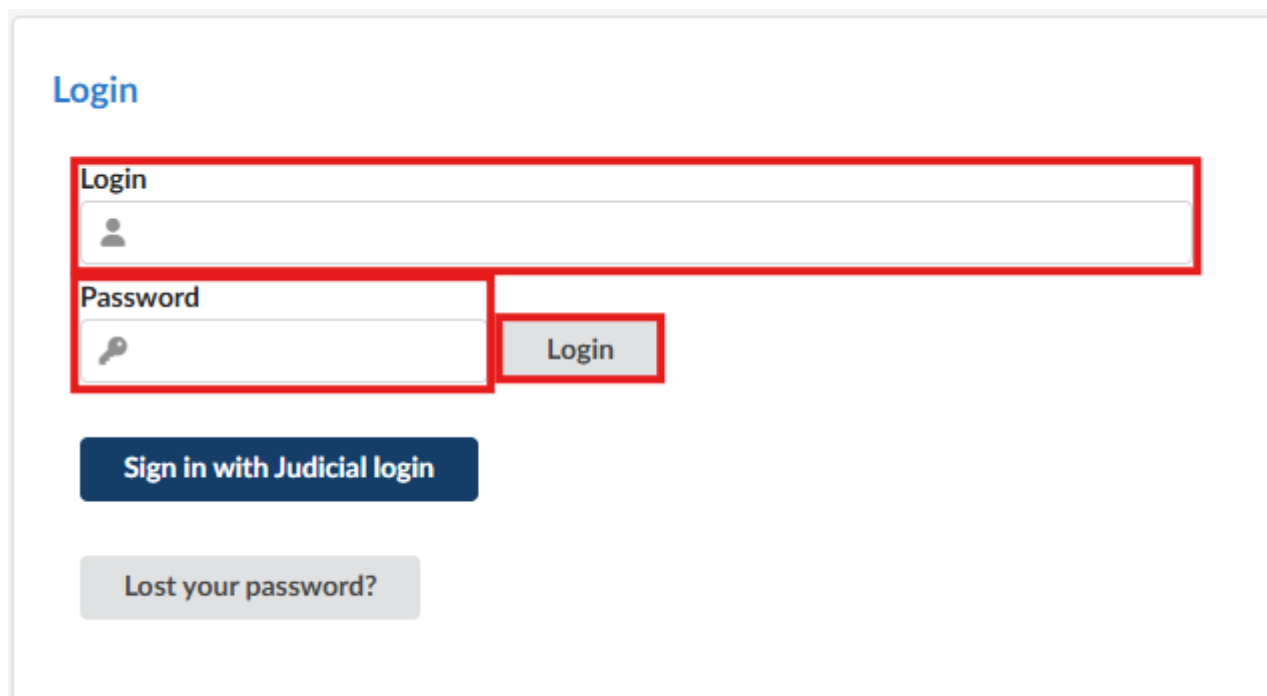
If you did not request a password reset, you can safely ignore this email and use your current credentials to connect to the application.

The link will take you to the Password management page. On this page you can enter your new password in the New password field and the Confirm password field. The password entered in these fields must be

identical. The password must contain at least 1 uppercase letter(s), 1 lowercase letter(s), 1 digit(s), at least 1 non-alphanumeric character(s) such as !, ?, or &, and must be at least 8 characters long.

A screenshot of a web browser showing the 'Password management' page. The browser's address bar displays 'Password management'. A red box highlights a 'Save' button in the top right corner. Below the header, a section titled 'Password management' contains four red error messages: 'Passwords should match.', 'Password must contain at least 1 digit(s)', 'Password must contain at least 1 non-alphanumeric character(s)', and 'Password must contain at least 6 characters'. At the bottom of this section, there are two input fields labeled 'New password' and 'Confirm password', both of which are highlighted with a red border.

Once these requirements are met and you have clicked Save you will be taken back to the login page where you can enter your email in the Login field, your password in the Password field, and then click the grey Login button.

A screenshot of a web browser showing the 'Login' page. The page has a blue 'Login' heading. Below it, there are two input fields: 'Login' (with a person icon) and 'Password' (with a key icon). Both fields are highlighted with a red border. To the right of the 'Password' field is a grey 'Login' button, also highlighted with a red border. Below these fields is a dark blue button labeled 'Sign in with Judicial login'. At the bottom, there is a grey button labeled 'Lost your password?'.

After you have reset your password, you will receive an additional email from Forum letting you know that your password has been updated.