

# GMAIL (STAFF) : Guidelines

## Reset Email/Password New

## Email



Username:

1

Password:

2

LOGIN

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

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1. Insert Email Username.

2. Insert temporary password given at email.

## Change SSO Password

SSO Id

Current Password

New Password

- Minimum number of characters is 8
- Password strength  $\geq 35$
- Use special characters (^\_@!\*#) to increase strength
- At least 1 capital letter, 1 small letter and 1 number

Re-type New Password

Check

Update

Reset

1. SSO Id will appear the email address

2. Click *Check* button

3. Insert temporary password given at email

4. Create new password according to detail given

5. After the password strength  $\geq 35$  approved

6. Retype new password

7. Click *Update* button

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