


# Resetting Your Temporary Password

DATE: 03/05/12

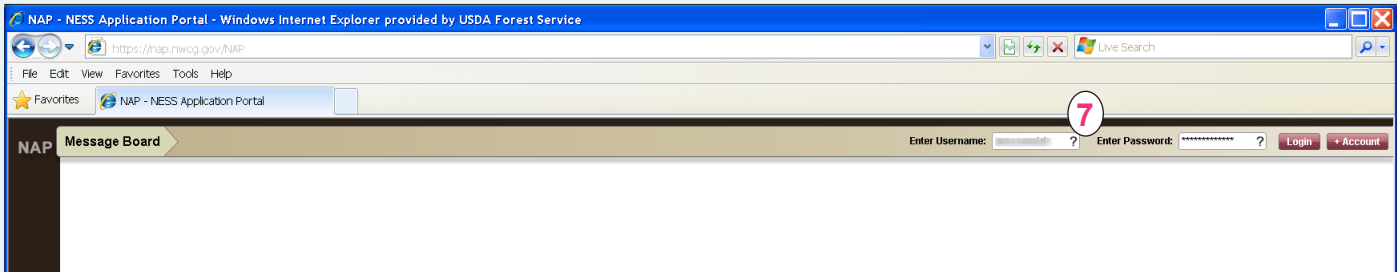
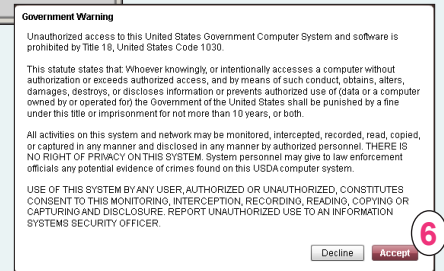
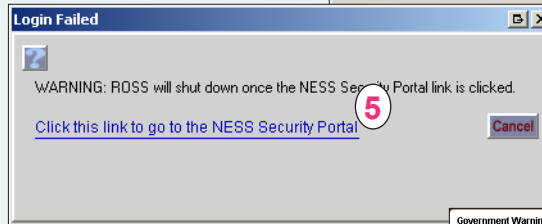
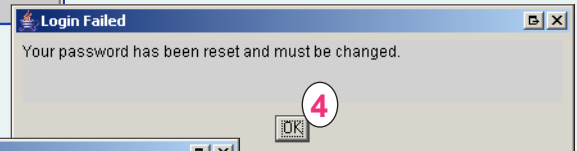
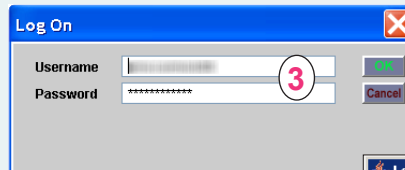
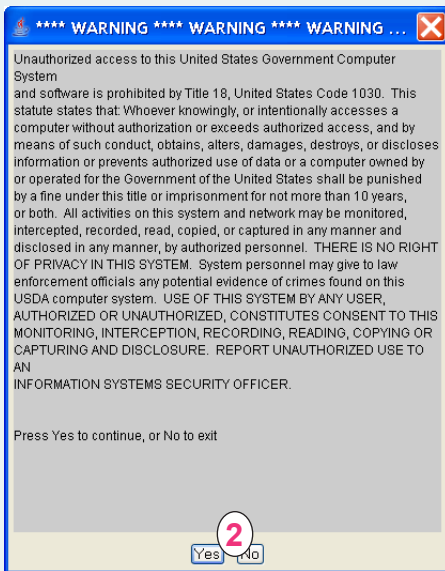
VERSION 2.14.1

If you are logging on to ROSS 2.14.1 with a new ROSS User ID, you will be issued a temporary ROSS Password. You must change this temporary password before you can access ROSS for the first time!

## To reset your temporary ROSS Password

- 1 From the **Desktop**, double-click  **ROSS PRO D 2.14.1**
- 2 On the **WARNING** dialog box, click **Yes**
- 3 On the **Log On** dialog box, type your **ROSS Username**, press **TAB**, type your **new ROSS Password**, and then click **OK**
- 4 On the **Login Failed** dialog box, click **OK**

- 5 On the **Login Failed** dialog box, click [Click this link to go to the NESS Security Portal.](#)
- 6 On the **Government Warning** dialog box, click **Accept**
- 7 On the **NAP Home** screen, perform the following, and then click **Login**
  - in the **Enter Username** text box, type your **NAP User Account** name
  - in the **Enter Password** text box, type your **Temporary NAP Password**.



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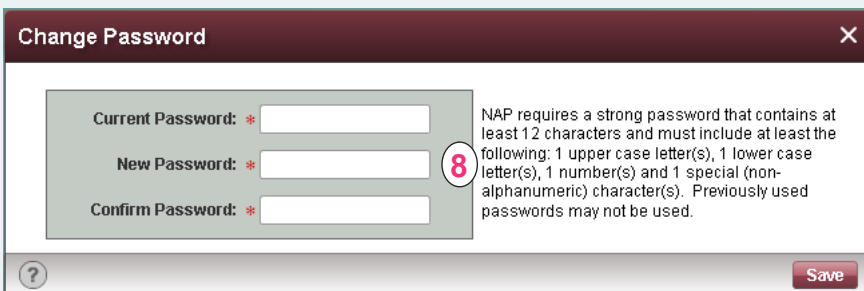
VERSION 2.14.1

## To reset your temporary ROSS Password - *continued*

- 8 On the **Change Password** dialog box, complete the following, and then click **Save**
- in the **Current Password** text box, type **Your Current ROSS Password**
  - in the **New Password** text box, type **Your New NAP (ROSS) Password**
  - in the **Confirm Password** text box, re-type **Your New NAP (ROSS) Password**.

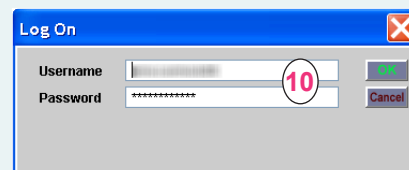
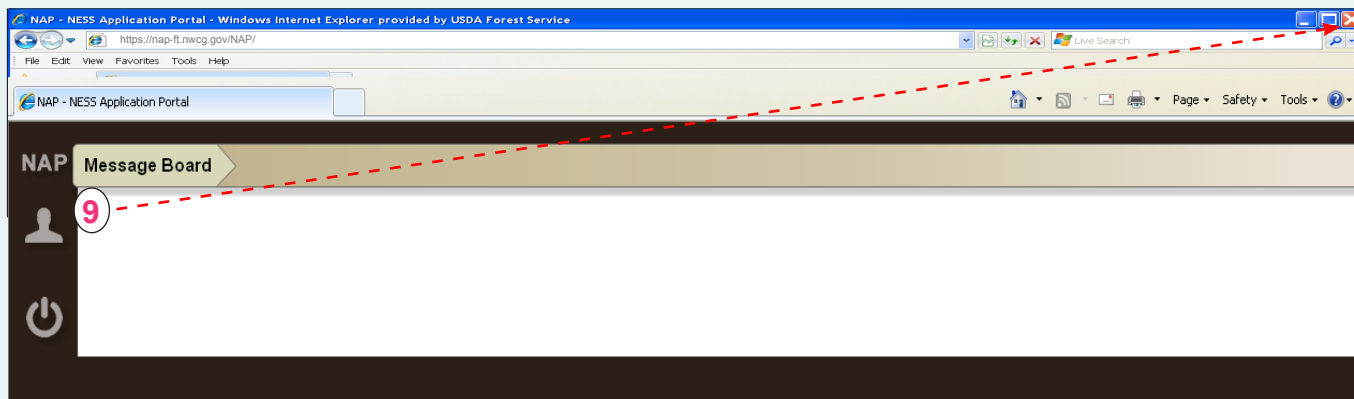
- 9 To log off the NAP environment, click  on the **NAP Navigation Panel**, click **Accept** on the **Government Warning** dialog box, and then click .

- 10 Log in to ROSS using your **ROSS Username** and **NAP (ROSS) Password**.



The image shows a 'Change Password' dialog box with three input fields: 'Current Password', 'New Password', and 'Confirm Password'. A red circle with the number '8' is placed over the 'New Password' field. To the right of the fields, there is a text box explaining password requirements: 'NAP requires a strong password that contains at least 12 characters and must include at least the following: 1 upper case letter(s), 1 lower case letter(s), 1 number(s) and 1 special (non-alphanumeric) character(s). Previously used passwords may not be used.' A 'Save' button is located at the bottom right of the dialog box.

*NAP Passwords must be 12 to 32 characters in length and contain a combination of one upper-case letter; one lower-case letter; one number; and one special, non-numeric character (!@#%&^\*).*



The image shows a 'Log On' dialog box with two input fields: 'Username' and 'Password'. A red circle with the number '10' is placed over the 'Password' field. There are 'OK' and 'Cancel' buttons at the bottom right of the dialog box.



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