How to Change Your Password

1. Go to the “Login” Screen of the Strategic Planning Reporting System.
2. Click the “Change Password” menu option.

<table>
<thead>
<tr>
<th>TTU Strategic Planning Website</th>
<th>Change Password</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goalkeeper Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Password:</td>
<td></td>
<td></td>
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<tr>
<td>Login</td>
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</tbody>
</table>

3. Enter your username into the “Goalkeeper Name” field. *(Example: AA = Academic Affairs)*
4. Enter your password into the “Current Password” field.
5. Enter your desired password into the “New Password” field.
6. Re-enter your desired password into the “Re-Enter New Password” field.

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<td>New Password:</td>
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<td>Re-Enter New Password:</td>
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7. If you change your password successfully your should receive a “Password has been changed successfully” message.

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Password has been changed successfully.