



TIPS AND FACTS

Issue 16

IN THIS ISSUE

- ✘ Changing Your Password
- ✘ Forgotten Password

Changing Your Password

To change your password, perform the following steps:

Click on the **Change password** link on the Nexsure Welcome screen.

The screenshot shows the Nexsure login page. At the top left is the 'nexsure' logo. To the right is 'XDimensional Technologies'. Below the logo is a navigation bar with links: LOGIN | SUPPORT | SECURITY | ABOUT NEXSURE | ABOUT XDTI | XDTI HOME. The main content area says 'Welcome to Nexsure. Please login.' Below this are two input fields: 'Login Name:' and 'Password:'. A 'Login' button is positioned below the password field. Below the button are three links: 'Change password', 'Forgot your password?', and 'New user registration request'. A red arrow points from a text box above to the 'Change password' link. At the bottom of the page, there is a security notice with a lock icon: 'The security XDTI uses is similar to that used when you place an order at a secured shopping site. Every XDTI session is secure, using the SSL protocol and 128-bit strong encryption.' Below that is a 'Your Account' section: 'If you use this site, you are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password.' At the very bottom, it says '@2001-2005 XDimensional Technologies, Inc. All rights reserved.'



TIPS AND FACTS

The fields required to change the current password will be displayed.

Enter your current login name in the **Login Name** field.

Enter the current password in the **Old Password** field.

Please enter your login name, old password and new password.

Login Name:	<input type="text"/>
Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
<input type="button" value="Change Password"/>	

Enter the new password in the **New Password** and **Confirm New Password** fields.

Click on the **Change Password** button to successfully complete the process.

A **Password Change Completed** message displays. Click the [click here](#) link to proceed to Nexsure.

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LOGIN | SUPPORT | SECURITY | ABOUT NEXSURE | ABOUT XDTI | XDTI HOME

Password Change Completed

Your password was successfully updated. Please [click here](#) to proceed to Nexsure.

If there is an entry error, a message will be displayed to let you know. Make the necessary corrections and try again.



TIPS AND FACTS

Note: In Security Administration setup, a new password requirement may be added for all users for a defined number of days. This feature is activated by your System Administrator. When the required number of days have passed since the password was last changed on log-in, the user is prompted to enter a new password. Passwords must meet the criteria established by the System Administrator in Security Administration setup.

Forgotten Password

If you forget your password, a new one may be generated by performing the following steps:

Enter your Login ID in the **Login Name** field on the Nexsure Welcome screen.

LOGIN | SUPPORT | SECURITY | ABOUT NEXSURE | ABOUT XDTI | XDTI HOME

Welcome to Nexsure. Please login.

Login Name:

Password:

[Change password](#)

[Forgot your password?](#)

[New user registration request](#)

The security XDTI uses is similar to that used when you place an order at a secured shopping site. Every XDTI session is secure, using the SSL protocol and 128-bit strong encryption.

Your Account
If you use this site, you are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password.

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Click on the **Forgot your password?** link.

If the ID is not entered, you are reminded this field is required prior to generating a new password.



TIPS AND FACTS

Click the **Reset Password** button. A **Password Reset Successfully** message displays to confirm a system generated password has been sent to the email address on file for the Login Name.

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LOGIN | SUPPORT | SECURITY | ABOUT NEXSURE | ABOUT XDTI | XDTI HOME

Please enter your login name.

Login Name:

Reset Password

Note: In order to receive the newly generated password, the employee must have an e-mail address on their detail screen. This is added in the Employee File accessed from the ORGANIZATION menu.

The employee will be required to change the system generated password upon login. To change the system generated login, do the following:

- Open the System Notification email containing the system generated Nexsure password. Copy the password.
- Log in to Nexsure with your **Login Name** and paste the system generated password in the **Password** box. Click the **Login** button.
- The **Change Password** screen displays. Follow the steps for **Changing Your Password** on the previous two pages. Be sure to paste the system generated password in the **Old Password** box.