

Change Password

Purpose:

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System user to change their password.

Note: If a field is required to be completed, the field name is **bold**.

Instructions:

There are three scenarios that may require you to change your password:

- a. Your password has been reset by your administrator.
- b. Your password has expired.
- c. You have requested a new password because you have forgotten yours.

Your password has been reset by your administrator.

1. If your administrator resets your password, you will receive an e-mail with the temporary password.
2. Log into the Nicor Gas Nomination System using your User ID and temporary password. The Change Password page will display.

Gas Nomination System - Change Password

Password has expired or been reset. Please change your password.

New Password : [minimum 8 characters]

Confirm Password : [minimum 8 characters]

Field	Function
New Password	Enter a new password. The password must be at least 8 characters and can include letters and numbers. The password is case sensitive.
Confirm Password	Enter the new password again to verify.

3. Click the **OK** button. If any errors exist, an error message will display on the page. These errors must be corrected before you can change your password.

Your password has expired.

1. The Nicor Gas Nomination System passwords expire every two months. If your password has expired, you will be taken directly to the Change Password page when you log into the Nicor Gas Nomination System.

Gas Nomination System - Change Password

Password has expired or been reset. Please change your password.

New Password : [minimum 8 characters]

Confirm Password : [minimum 8 characters]

Field	Function
New Password	Enter a new password. The password must be at least 8 characters and can include letters and numbers. The password is case sensitive.
Confirm Password	Enter the new password again to verify.

2. Click the **OK** button. If any errors exist, an error message will display on the page. These errors must be corrected before you can change your password.

You have forgotten your password.

1. Request a password on the Forgot Password page. (For detailed instructions, see the Job Aid entitled “Forgotten Password.”) A temporary password will be e-mailed to you.
2. Log into the Nicor Gas Nomination System using your User ID and temporary password. The Change Password page will display.

Gas Nomination System - Change Password

Password has expired or been reset. Please change your password.

New Password : **[minimum 8 characters]**

Confirm Password : **[minimum 8 characters]**

Field	Function
New Password	Enter a new password. The password must be at least 8 characters and can include letters and numbers. The password is case sensitive.
Confirm Password	Enter the new password again to verify.

3. Click the **OK** button. If any errors exist, an error message will display on the page. These errors must be corrected before you can change your password.