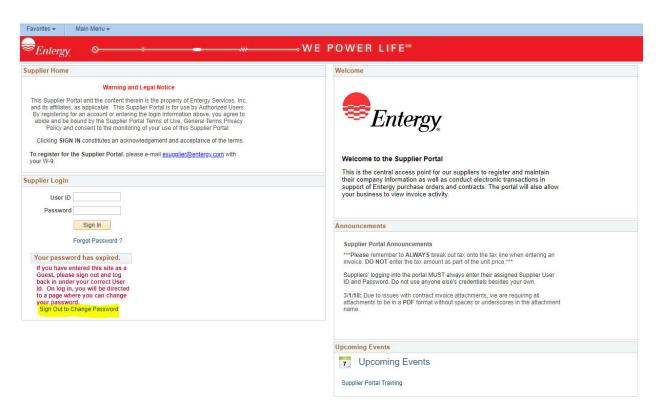




When you try to log into the Supplier Portal, but your password is already expired, you will get the below message. To resolve this, please follow the below steps:

1. Click Sign Out to Change Password



2. The below blue screen will appear, enter your current User ID and Password





	ORACLE"	
	PEOPLESOFT	
.111	1201220011	
You have reque	ested a secure resource. Please signon with your	User ID and Password
•	User ID	
		_
	Password	
	Select a Language	
	English	V
	English	×.
	Sign In	
	■ Enable Screen Reader Mode	
	- Enable defect reader mode	
	Copyright @ 2000, 2018, Oracle and/or its affiliates. All rights re	served.

- 3. Click Sign In4. Click "Click here to change your password."





## PEOPLESOFT Your password has expired. Click here to change your password. Copyright © 2000, 2018, Oracle and/or its affiliates. All rights reserved.

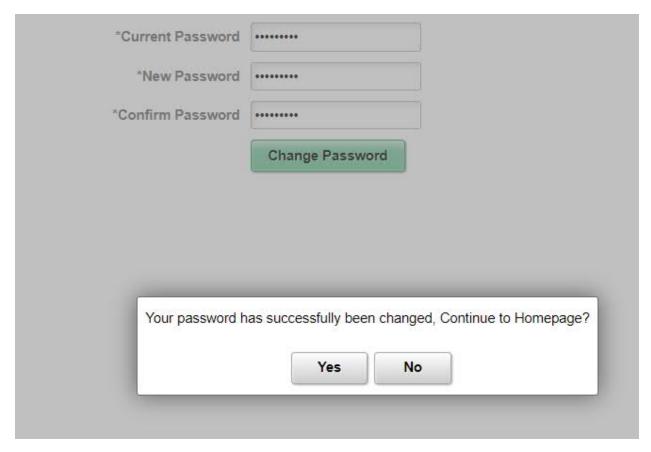
- 5. Enter your current password and new password twice.
  - a. Password criteria is:
    - i. At least 8 characters
    - ii. At least 6 lower case characters
    - iii. At least 1 number
    - iv. At least 1 symbol
    - v. Not one of your last 5 passwords
- 6. Click "Change Password"





Description	Financial Services
*Current Password	
*New Password	
*Confirm Password	
	Change Password

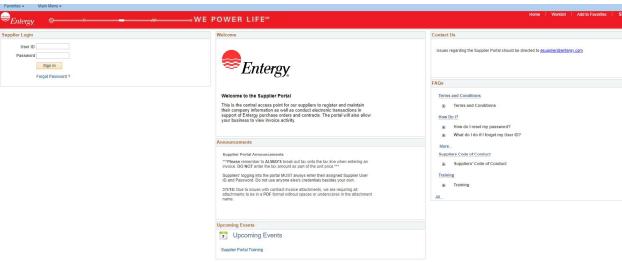
## 7. Click "Yes"



- 8. The below screen will appear, you are already logged in, just go to the Main Menu above the red banner to navigate in the Supplier Portal
  - a. You will receive "User Already Logged In, Sign In as a Different User" if you try to enter your User ID and Password and click sign in







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