|  |  |
| --- | --- |
| **Topic Name** | 1.2: PBCS Navigation-Change Password |
| **Department** |  |
| **File Name** |  |
| **Date Modified** |  |
| **Last Changed by** |  |
| **Status** |  |
| **Owner** |  |

#### Test Procedure

| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Open web browser and Sign in to My Services URL[**https://myservices.us2.oraclecloud.com/mycloud/a419537/faces/dashboard.jspx**](https://myservices.us2.oraclecloud.com/mycloud/a419537/faces/dashboard.jspx) |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Press **[Enter]**. |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | **Enter your Identity Domain** in the box  |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Enter Your **UserName** and **Password** then Click **SignIn**. Enter a valid valueE.g.Username "xxxxx@xxxx.com".Password : xxxxxx |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Click on Arrow next to "xxxxx@xxxx.com".then click on **My Profile** |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Enter your **Old Password** |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Enter your **new password**.Note : Please consider the password policy details below while setting up new password: •Password must be atleast 8 character(s) long•Password must contain atleast 1 lowercase letter(s)•Password must contain atleast 1 numeric charater(s)•Password must contain atleast 1 uppercase letter(s) |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Enter **new** **Password** then click **Submit** |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Enter **Current Password** |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Select your desired question from the **Question1 list** and then enter appropriate your Answer in **Answer1** field |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Select your desired question from the **Question2** list and then enter appropriate your Answer in **Answer2** field |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Select your desired question from the **Question3** list and then enter appropriate your Answer in **Answer3** field |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Click **Submit** |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Click on Arrow next to **glroth@deloitte.com** |  |



| **Step** | **Action** | **Author Notes** |
| --- | --- | --- |
| 1.
 | Click the **Sign Out** link. |  |
| **Step** | **Action** | **Author Notes** |
| 1.
 | **End of Procedure.** |  |