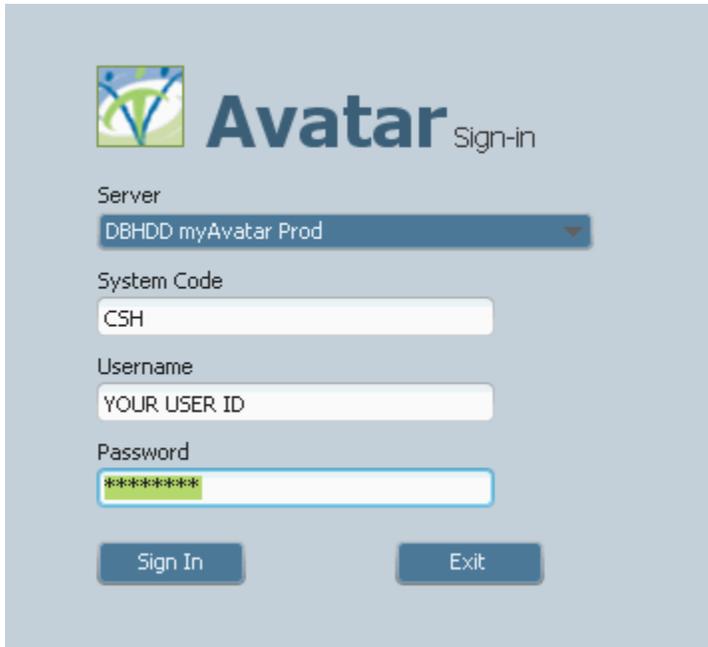


## Signing On To Avatar and Changing Your Password



The image shows the Avatar Sign-in interface. At the top left is the Avatar logo, a stylized green and blue figure. To its right is the text "Avatar Sign-in". Below the logo are four input fields: "Server" with a dropdown menu showing "DBHDD myAvatar Prod", "System Code" with the text "CSH", "Username" with the text "YOUR USER ID", and "Password" with a masked field of asterisks. At the bottom are two buttons: "Sign In" and "Exit".

### Turn on your CAPS LOCK.

The System Code and User ID is **ALWAYS** in uppercase (CAPS).....therefore, your Password needs to be in **ALL CAPS**.

System Code: CSH

User ID: Same as your Outlook ID

Password: TEMPORARY PASSWORD

When you Log on the First Time, you will have to Change Your Password. See the Next Page for Instructions on Changing Your Password.





This is the screen for Changing Your Password.

Avatar Requirements on Passwords are:

Your password **MUST** be in **ALL** capital letters.

It **MUST** be at least 6 to 10 characters long.

It **MUST** be Alphanumeric (ex. 1PASSWORD).

Your User ID cannot be part of your password.

**DO NOT** use any special characters!

**Passwords will expire every 45 days; therefore, you need to change them when you get the message that your password will expire in X number of days.**

The system will begin notifying you 14 days in advance that your password needs to be changed.

I **strongly** suggest you change it the first time you receive the password expiration notification!

Once you change it, it will not notify again until 14 days before your new password expires.