

Quick Start Guide

Change Your Password

Prepared By: Reach Support



1. Change Password

Every system user including HR recruiters and hiring managers can change their system login password at any time.

To change your password:

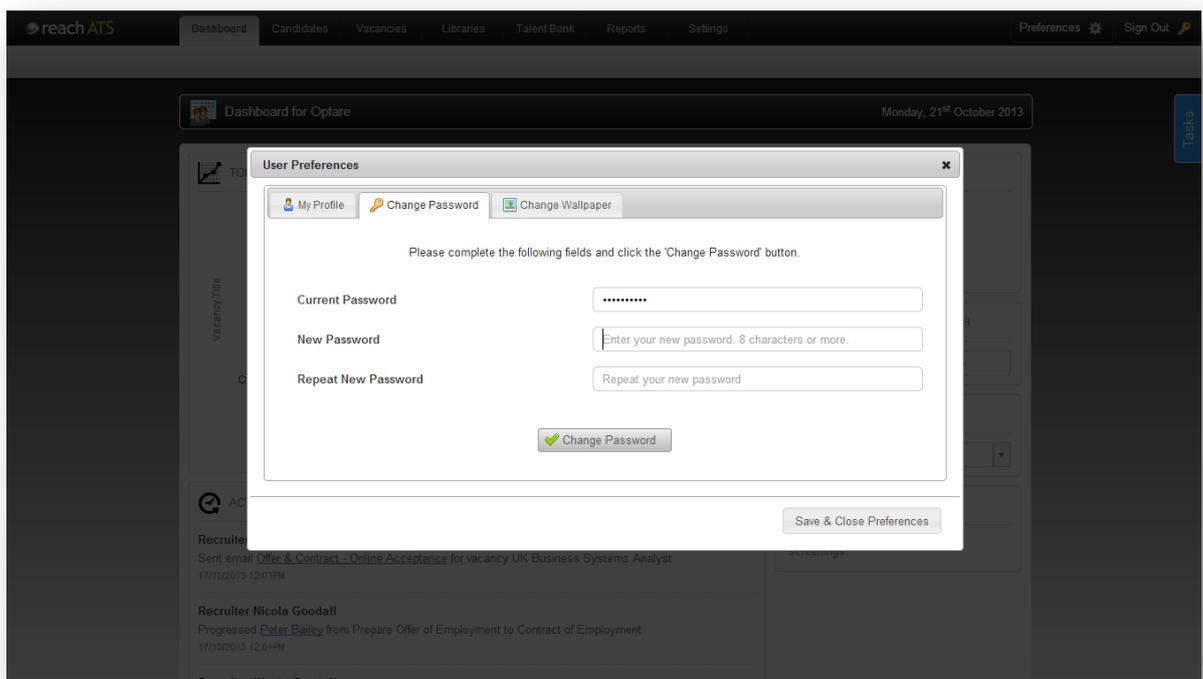
1. Click **Preferences** the **Change Password** tab
2. Enter your **Current Password**
3. Type in your **New Password** (must be 8 characters or more)
4. **Repeat** your new password

To save your new password click **Change Password**.

Once you have logged out, your new password must be used to access the system from the **Login Screen** with immediate effect.

To exit the Preferences page click **Save & Close Preferences**.

Figure 1: Click the preferences button to access the change password screen



2. Change Wallpaper

From the same area you can also change the background wallpaper.

There is currently a selection of more than 50 Wallpapers to choose from.

To change Wallpaper:

1. Click **Preferences > Change Wallpaper** tab
2. Browse the available wallpapers
3. Click on your preferred Wallpaper

Your new wallpaper is used immediately. This wallpaper will remain in use every time you login until you choose to change it again.

To exit the Preferences page click **Save & Close Preferences**.

Figure 2: Choose from a large range of background wallpapers

