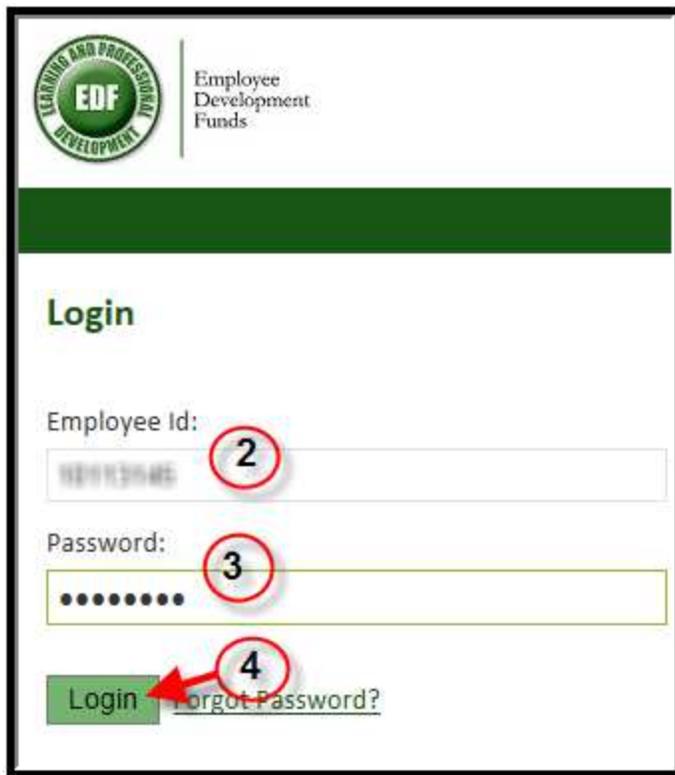


## Changing the EDF Database Password

### Why change the EDF Database Password?

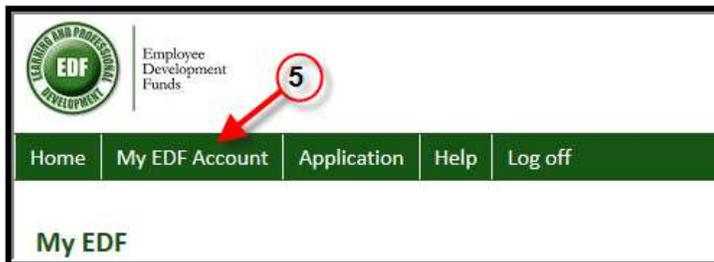
Each employee creates a password that is unique to him or her in the EDF system. Users may change their passwords periodically for security reasons.

1. Go to the EDF Database homepage: <http://das.ohio.gov/EDFunds>
2. Enter **Employee ID**.
3. Enter **Password**.
4. Click **Login**.



The screenshot shows the EDF Login page. At the top left is the EDF logo (Learning and Professional Development). To its right is the text "Employee Development Funds". Below this is a green horizontal bar. Underneath the bar is the word "Login" in green. There are two input fields: "Employee Id:" and "Password:". The "Employee Id:" field has a red circle with the number "2" next to it. The "Password:" field has a red circle with the number "3" next to it. Below the password field is a green "Login" button with a red circle and the number "4" next to it, and a red arrow pointing to the button. To the right of the "Login" button is a link that says "Forgot Password?".

5. At the top of the page, click **My EDF Account**.



The screenshot shows the EDF navigation menu. At the top left is the EDF logo (Learning and Professional Development). To its right is the text "Employee Development Funds". Below this is a green horizontal bar with five menu items: "Home", "My EDF Account", "Application", "Help", and "Log off". A red circle with the number "5" is next to "My EDF Account", and a red arrow points to it. Below the navigation bar is the text "My EDF".

- Click on the **Change EDF Password** button.

Employee Development Funds

Home My EDF Account Application Help Log off

### My EDF Account

Employee ID: [text] User Name: [text]  
First Name: [text] Last Name: [text]  
Phone: [text] Email: [text]  
Created: [text] Created By: [text]  
Modified: [text] Modified By: [text]

Update Change EDF Password 6

- Enter the **Current Password**.
- Enter the **New Password**.

#### Create Password

Note: Password must be (8-20) characters long and must contain at least one character from each of the following categories:

- English letter (Aa-Zz)
- Digits (0-9)
- Any special symbol: !@#%&\*( )\_+

- Re-enter the **New Password**.
- Click **Submit**.

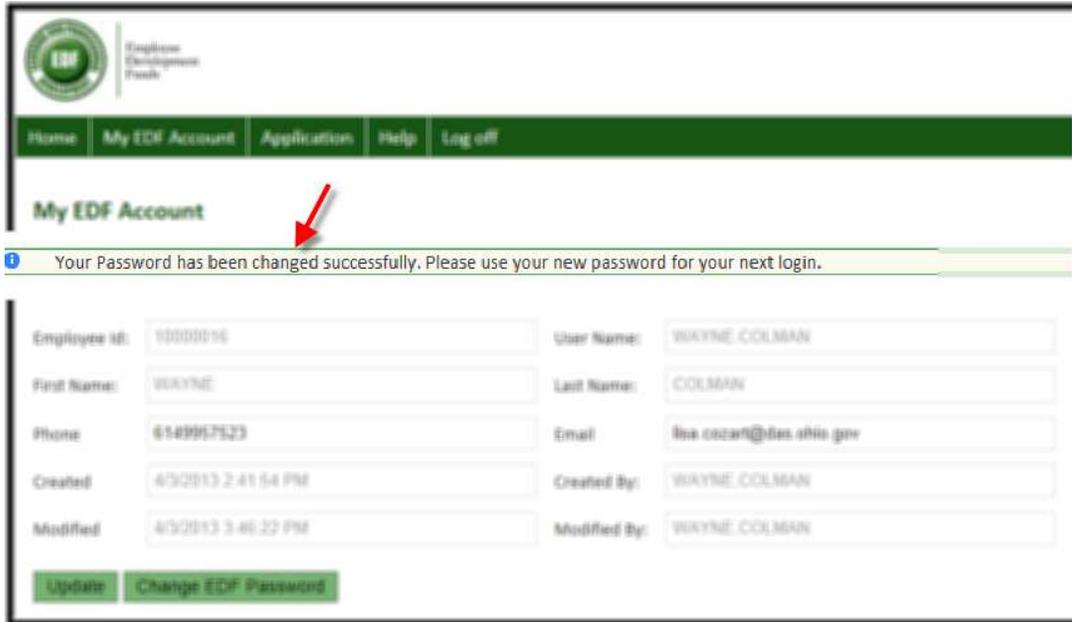
Home My EDF Account Application Help Log off

### Change Password

Current Password: [text] 7  
New Password: [text] 8  
Re-enter Password: [text] 9

Submit 10

The Password has been changed.



The screenshot shows the 'My EDF Account' page. At the top left is the EDF logo (Employee Development Funds). A navigation bar contains links for Home, My EDF Account, Application, Help, and Log off. The 'My EDF Account' section is highlighted with a red arrow. Below this is a green notification bar with an information icon and the text: 'Your Password has been changed successfully. Please use your new password for your next login.' Below the notification is a form displaying user details:

Employee ID:	10000016	User Name:	WAYNE COLMAN
First Name:	WAYNE	Last Name:	COLMAN
Phone:	6149957523	Email:	lba_cozart@las.ohio.gov
Created:	4/30/13 2:41:54 PM	Created By:	WAYNE COLMAN
Modified:	4/30/13 3:46:22 PM	Modified By:	WAYNE COLMAN

At the bottom of the form are two buttons: 'Update' and 'Change EDF Password'.