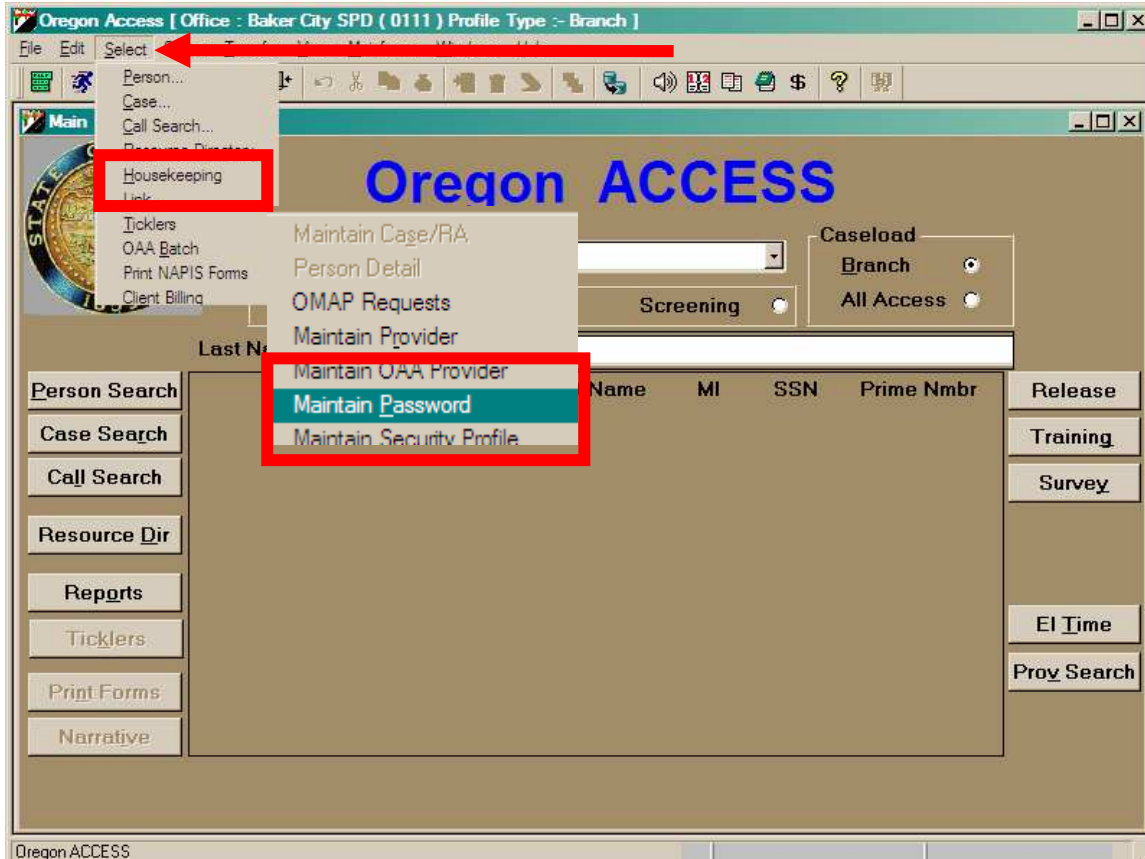


# How to change your password in OACCESS (OA)

Step 1: Choose *Select* from top menu, select *Housekeeping* from drop-down menu, select *Maintain Password* from secondary drop-down menu.



Step 2: Type current (or temporary) password as *Current Password*, type New password in each *New Password* field. Select *OK* button. Voila you're done!



**NOTE:** OACCESS exchanges client information with DHS Mainframe as you navigate from screen to screen in OA. It is for this reason that the OACCESS password **MUST** match your DHS Mainframe password.