

WebGrants Passwords

In order for the Commission to be in compliance with state internet security requirements, WebGrants users are required to change their passwords at a minimum of every 90 days. The system will notify users one week prior to the expiration date and provide an option to change the password. Users who have forgotten their password should contact their campus system administrator for assistance.

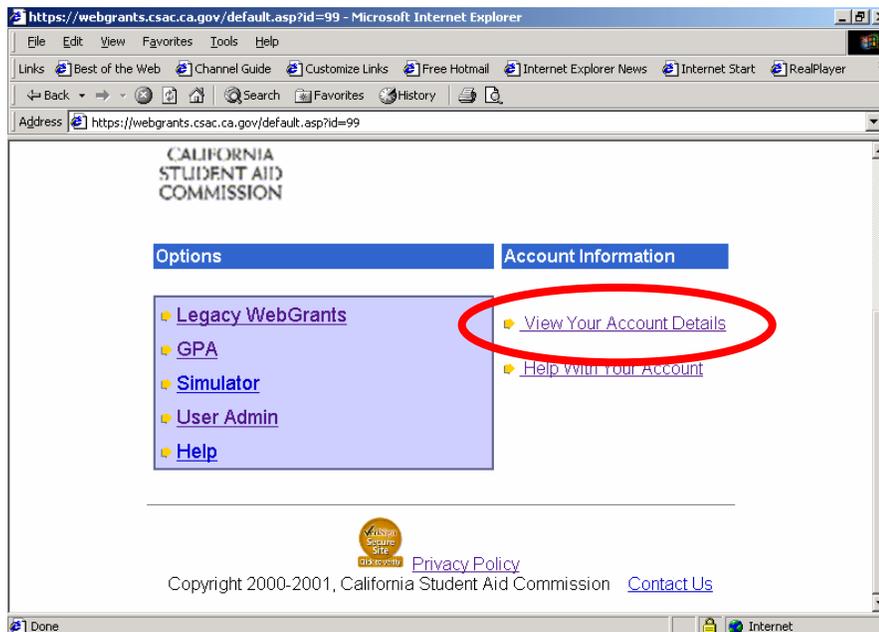
If you are using Internet Explorer as your browser, and the built in Save Password feature is on, you may experience difficulty when changing your WebGrants password. The Save Password feature attempts to complete the old password on the WebGrants login field causing the access attempt to fail after the password has been changed in WebGrants. In addition, the Save Password feature can be a data security risk allowing anyone who accesses your PC to logon to WebGrants automatically.

For the sake of data security, please do not activate the Save Password feature in your Internet Explorer browser options.

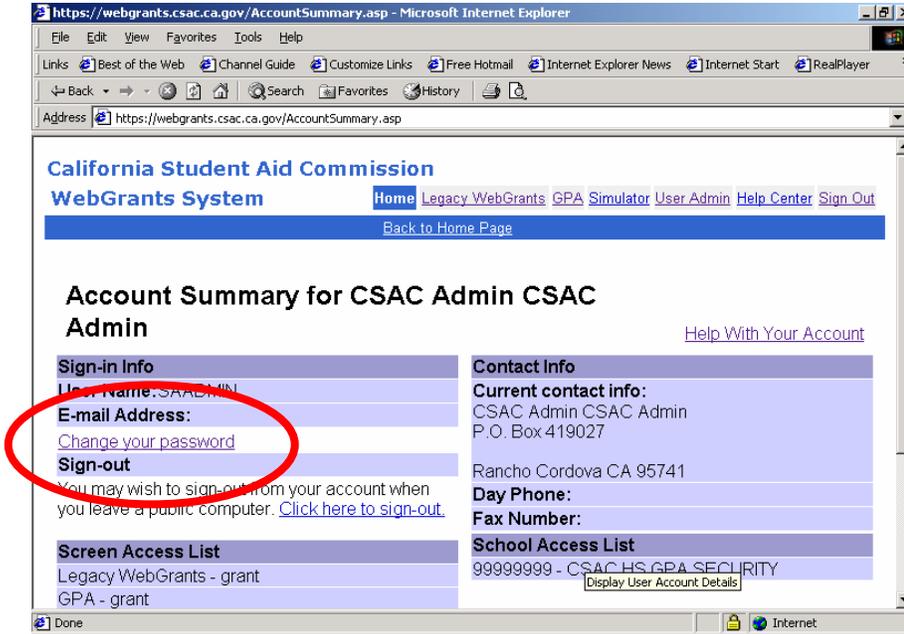
The following are the procedures for changing your WebGrants password and for deactivating the Save Password option of your browser.

Changing Your WebGrants Password

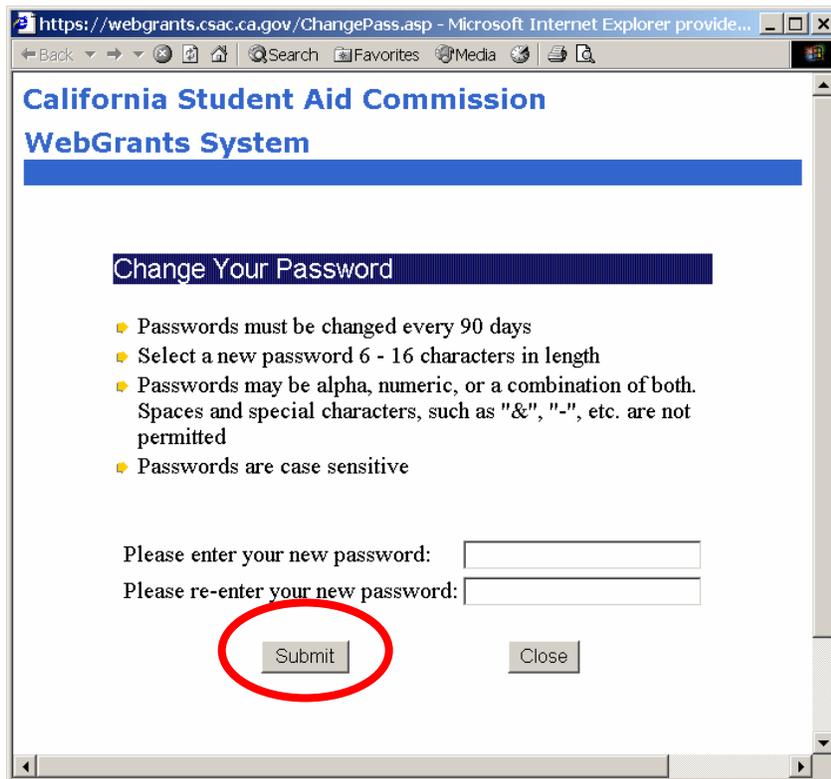
1. Log into WebGrants using your specific ID and Password (temporary or valid).
2. From the main menu, click the [View Your Account Details](#) link.



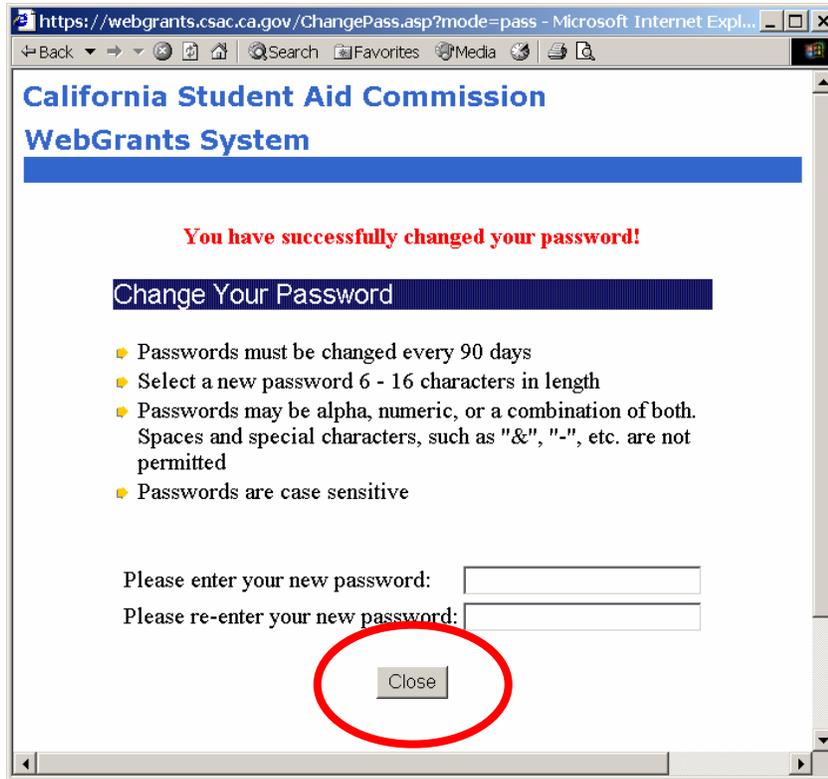
3. Click the [Change Your Password](#) link.



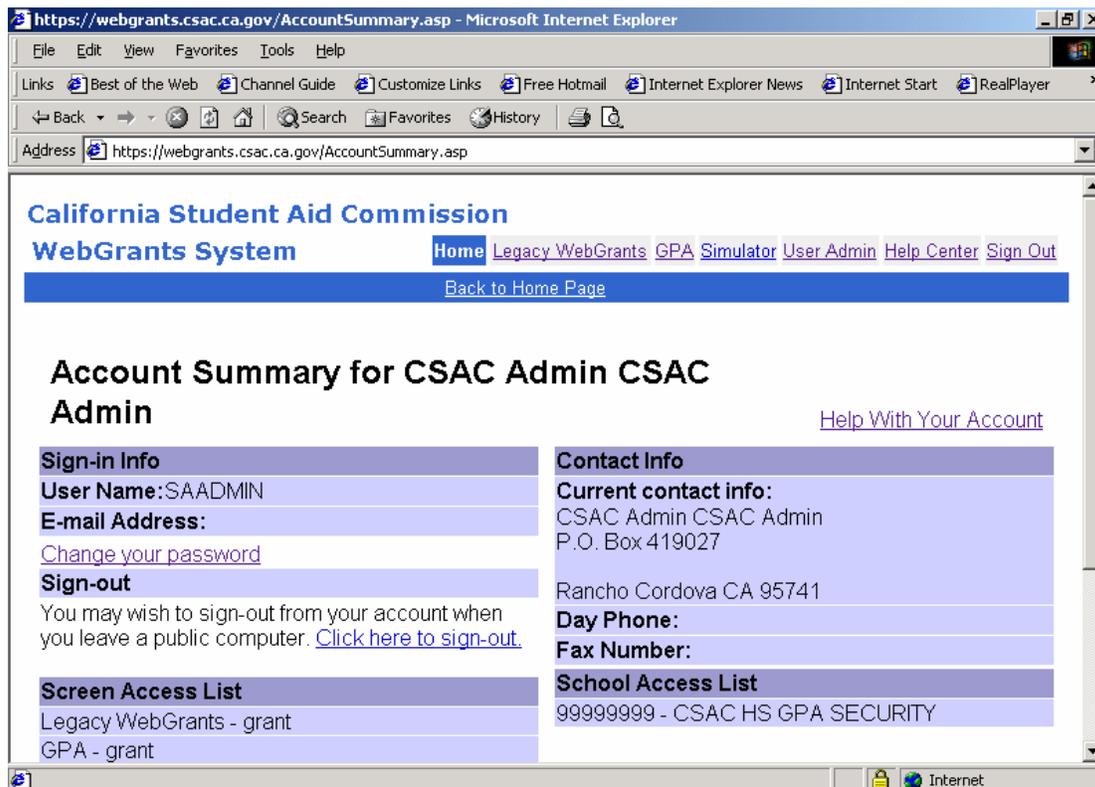
4. Enter your new password, then re-enter your new password, and click the **<Submit>** button.



5. Watch for the “successfully changed” message, then click the **<Close>** button.



6. Click the [Back to Home Page](#) link to close out of the Account Details screen and return to the WebGrants home page.

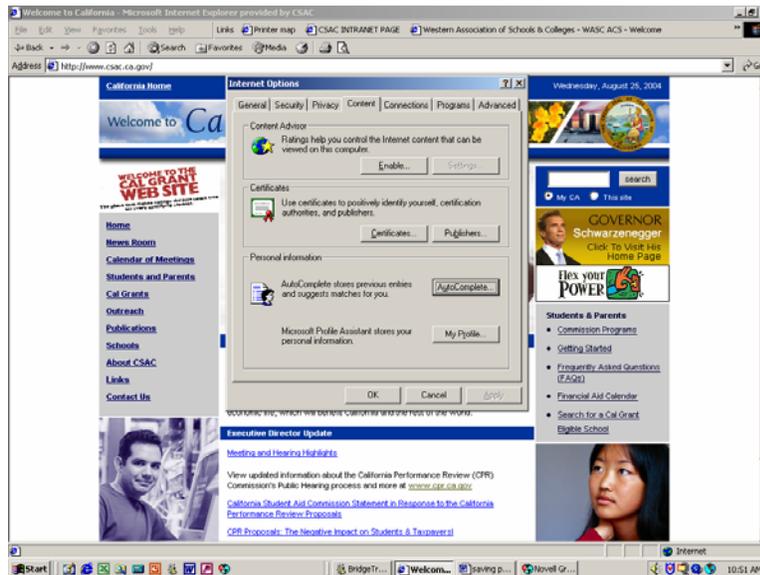


Deactivating Your Save Password Feature in Internet Explorer

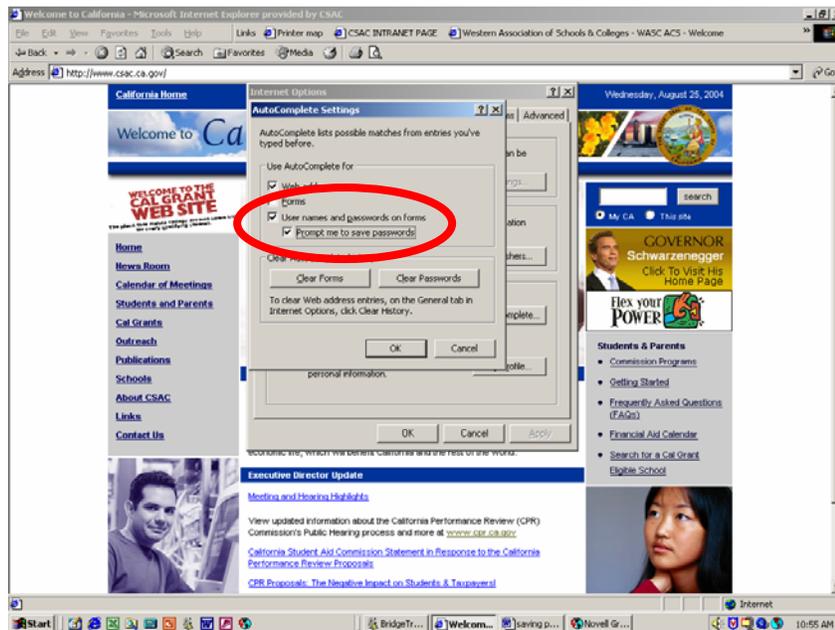
1) Click on the Tools menu and select Internet Options.



2) Then click on the “Content” tab then click on the “AutoComplete Button”.



3) First uncheck the “Prompt me to save password box” then uncheck the “User names and passwords on forms”.



4) Then click on “Clear Passwords” button and click OK then OK again.

