

Revised 17th June 2016

RM Integris

Creating/changing your password

Anita.Pirie@redbridge.gov.uk

020 8708 8881 (Int. 88881)

LBR G2 support website: <http://171.33.198.190/g2/Index.htm>

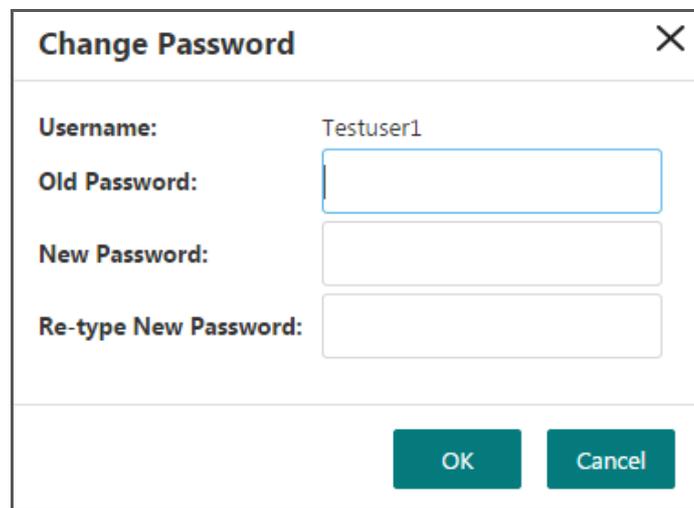
Contents

Creating your password	2
Changing your password	3

Creating your password

The first time you log in to RM Integris or if you log in to RM Integris having just had a forgotten password reset, you will log in with a default password 'jan1'.

On entering the system the following box will appear:

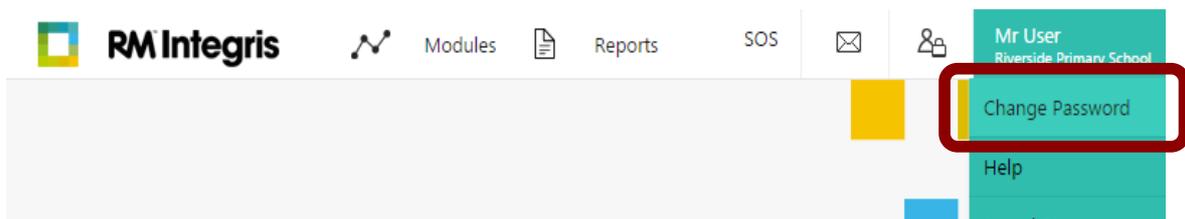


A dialog box titled "Change Password" with a close button (X) in the top right corner. The dialog contains four input fields: "Username:" with the value "Testuser1", "Old Password:" (empty), "New Password:" (empty), and "Re-type New Password:" (empty). At the bottom right, there are two buttons: "OK" and "Cancel".

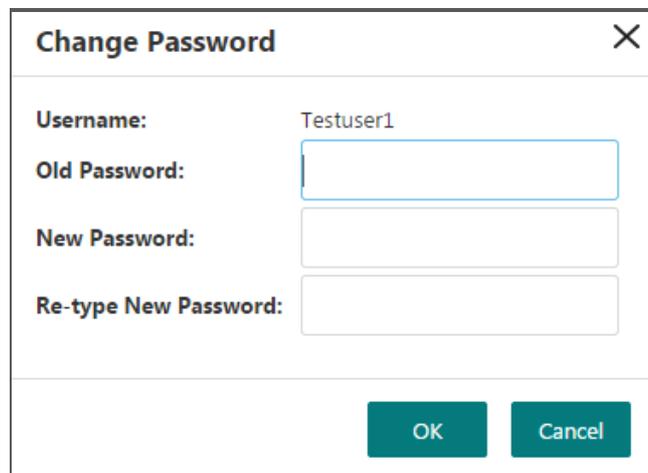
If you have just logged in using the default password, you will need to enter the password 'jan1' into the 'Old Password:' box. You will then need to enter your chosen password into the 'New Password:' and 'Re-type new Password:' boxes. Then click OK to save your new password.

Changing your password

If you wish to change your known password, simply log in to RM Integris, click on your username and click on 'Change Password'.



The following box will appear:

A screenshot of a 'Change Password' dialog box. The dialog has a title bar with a close button (X). It contains the following fields: 'Username:' with the value 'Testuser1', 'Old Password:' with an empty text input field, 'New Password:' with an empty text input field, and 'Re-type New Password:' with an empty text input field. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

Type your current password into the 'Old Password:' box. You will then need to enter your chosen password into the 'New Password:' and 'Re-type new Password:' boxes. Then click OK to save your new password.