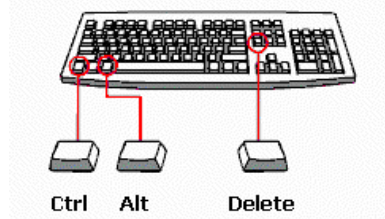


# How to change your Compass Group Network Password

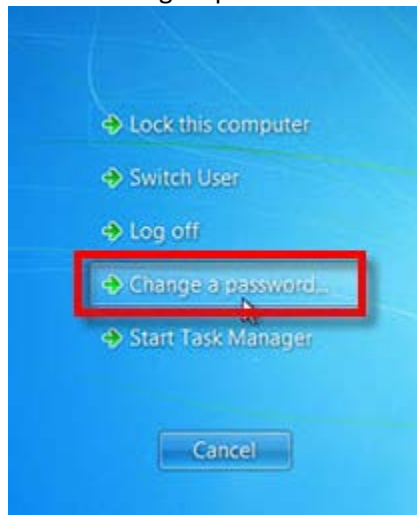
\*\*\*Please note if Step #1 does not apply to you, please scroll down to Step #2 or click [HERE](#)\*\*\*

1) If you are located in the Corporate Office, Remote Office or are a Cisco VPN (Cisco AnyConnect) user, please follow the instructions below:

a. Press "CTRL + ALT + DEL" on your keyboard



b. Select "Change a password..."



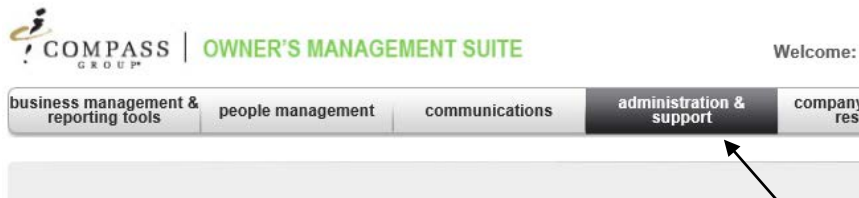
c. Enter your current password into the "Old Password" box and then enter your new password into the "New Password" & "Confirm password" boxes and the click the "Right Arrow"



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## How to change your Compass Group Network Password

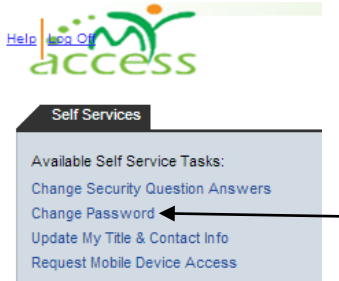
- 2) For users that are Field Associates and/or Non-Compass Desktop \ Laptop users, please utilize “MyAccess” located in the Owners Management Suite (OMS) and follow the instructions below:
- Visit <https://www.compassmanager.com/login>
  - Click on the “Administration & Support” tab



- c. Select the “MyAccess” button



- d. Select the “Change Password” option



- e. Enter your new password into the “Password” and “Confirm Password” boxes and then click “Save”

The screenshot shows the "Change Password" form. At the top, it says "Change Password" in a blue header. Below that is a "Display Name" field with a blacked-out value. There are "Save" and "Refresh" buttons. Below these are fields for "Display Name", "User ID", "Password: \*", and "Confirm Password: \*". The "Password" and "Confirm Password" fields have arrows pointing to them. Below the form, there are instructions: "A password must be at least 8 characters and contain characters that fall into 3 of the following 4 categories: Upper-case letter, Lower-case letter, Numerical digit, Symbol (i.e. !, @, #, etc.)". It also lists restrictions: "A password cannot contain your user ID", "A password cannot contain your first or last name", and "A Password cannot be the same as one of your last 10 passwords". At the bottom, it provides contact information for support: "If you are having difficulties with this task, please contact support at the following: Technology Service Center Helpdesk: 888-295-7206, Best Vendors Helpdesk: 763-287-7208".

**CONTINUED ON NEXT PAGE...**

## How to change your Compass Group Network Password

\*\*\*If you utilize a mobile device to check Compass email you will be prompted to update the stored password.

**A password must be at least 8 characters and contain characters that fall into 3 of the following 4 categories:**

Upper-case letter

Lower-case letter

Numerical digit

Symbol (i.e. !, @, #, etc.)

**A password cannot contain your user ID**

**A password cannot contain your first or last name**

**A Password cannot be the same as one of your last 10 passwords**