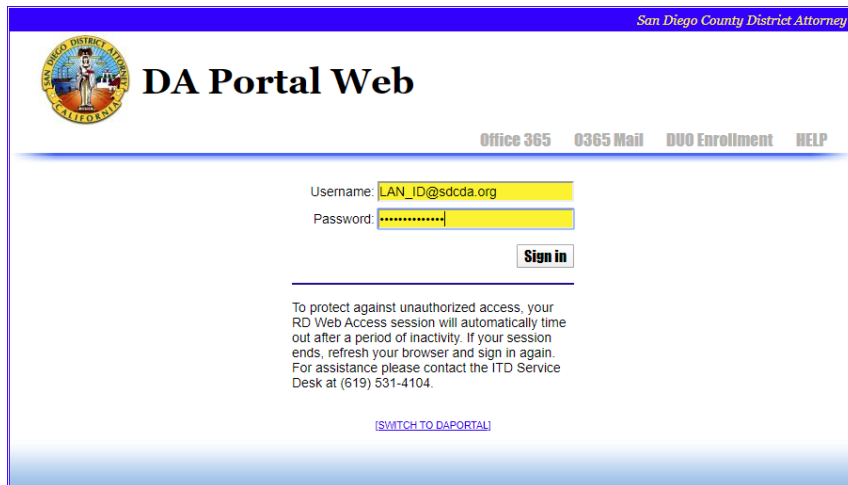# How To Reset Your Password

(DA Portal and DA Portal Web)

You can only change your password on DA Portal/DA Portal Web when your password has EXPIRED
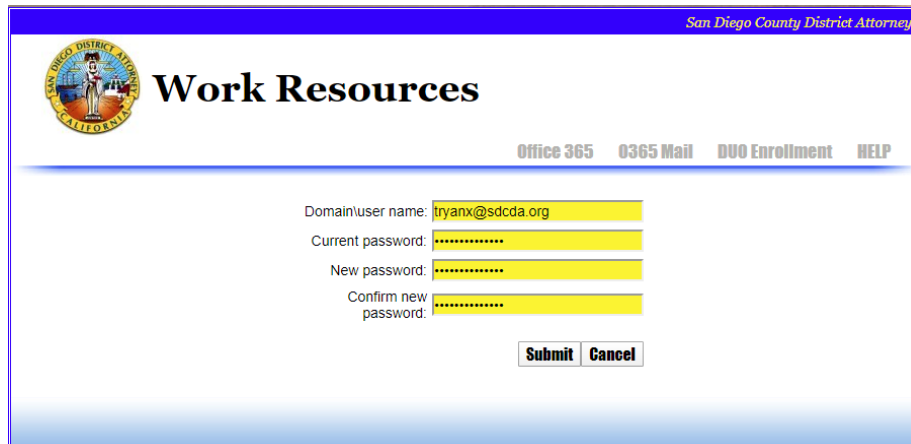
Step 1: Log in to the DA Portal with your EXPIRED password	**Step 2: Click "Here".**
Step 3: Enter Current Password and New Password. Select Submit	**Step 4: Your password has successfully changed. Select OK and log in to DA Portal with your new password.**