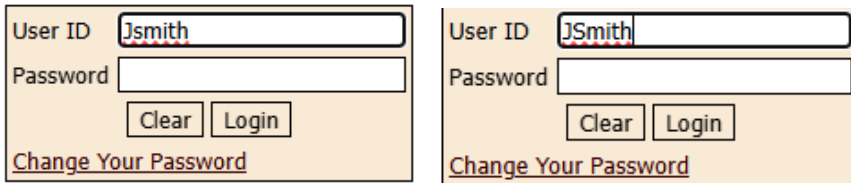


# Create a New Password in the Database

If you forgot or need to reset your password, please contact the office  
[holloman@npap.org](mailto:holloman@npap.org) | [admin@npap.org](mailto:admin@npap.org) | 212 924 7440

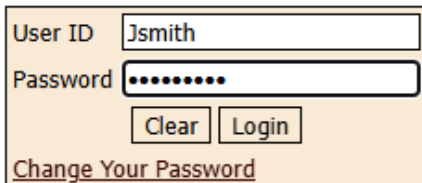
1. Go to or click <https://db.npap.org:8443/npap/>

2. Next, key in your user id. Your user id is the first initial of your first name and then your last name. Note that the user id is not case sensitive. [See examples below]



Two screenshots of the login form. The first shows the User ID field containing 'Jsmith' and the Password field empty. The second shows the User ID field containing 'JSmith' and the Password field empty. Both forms have 'Clear' and 'Login' buttons and a 'Change Your Password' link.

3. Then enter the temporary password, NPAP+npap. This temporary password is case sensitive. **\*(some keyboards vary and require pressing the SHIFT KEY in order to key in the "+"). You will not need to use a shift key if using a smartphone.**

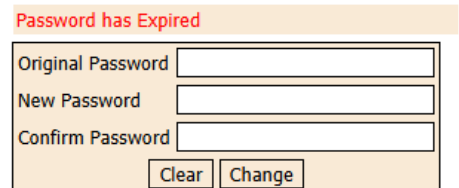


A screenshot of the login form with 'Jsmith' in the User ID field and 'NPAP+npap' in the Password field. The form has 'Clear' and 'Login' buttons and a 'Change Your Password' link.

4. Press CHANGE YOUR PASSWORD

5. **Original password is NPAP+npap.** Then, create a new password. See criteria and examples below.

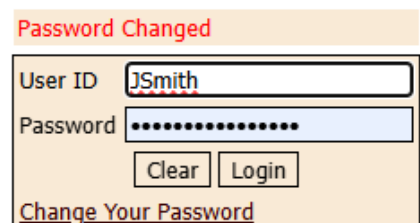
- Must use 8 or more characters with 1 or more
- Upper case and 1 or more lower case letters
- And 1 or more numbers and/or special characters like #, \*, ?, etc. eg: NPAP@13st or IjoinedNPAP!



A screenshot of the 'Password has Expired' form. It has three input fields: 'Original Password', 'New Password', and 'Confirm Password'. Below the fields are 'Clear' and 'Change' buttons.

Must use 8 or more characters with 1 or more upper case and 1 or more lower case letters and 1 or more numbers and/or special characters like #, \*, ?, etc. eg: NPAP@13st or IjoinedNPAP!

6. Press CHANGE when you finish. You will be directed back to the login screen where you will see "Password Changed" in red text. Log in using your user id and new password.



A screenshot of the login form with 'JSmith' in the User ID field and 'NPAP+npap' in the Password field. Above the form is a red message that says 'Password Changed'. The form has 'Clear' and 'Login' buttons and a 'Change Your Password' link.

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