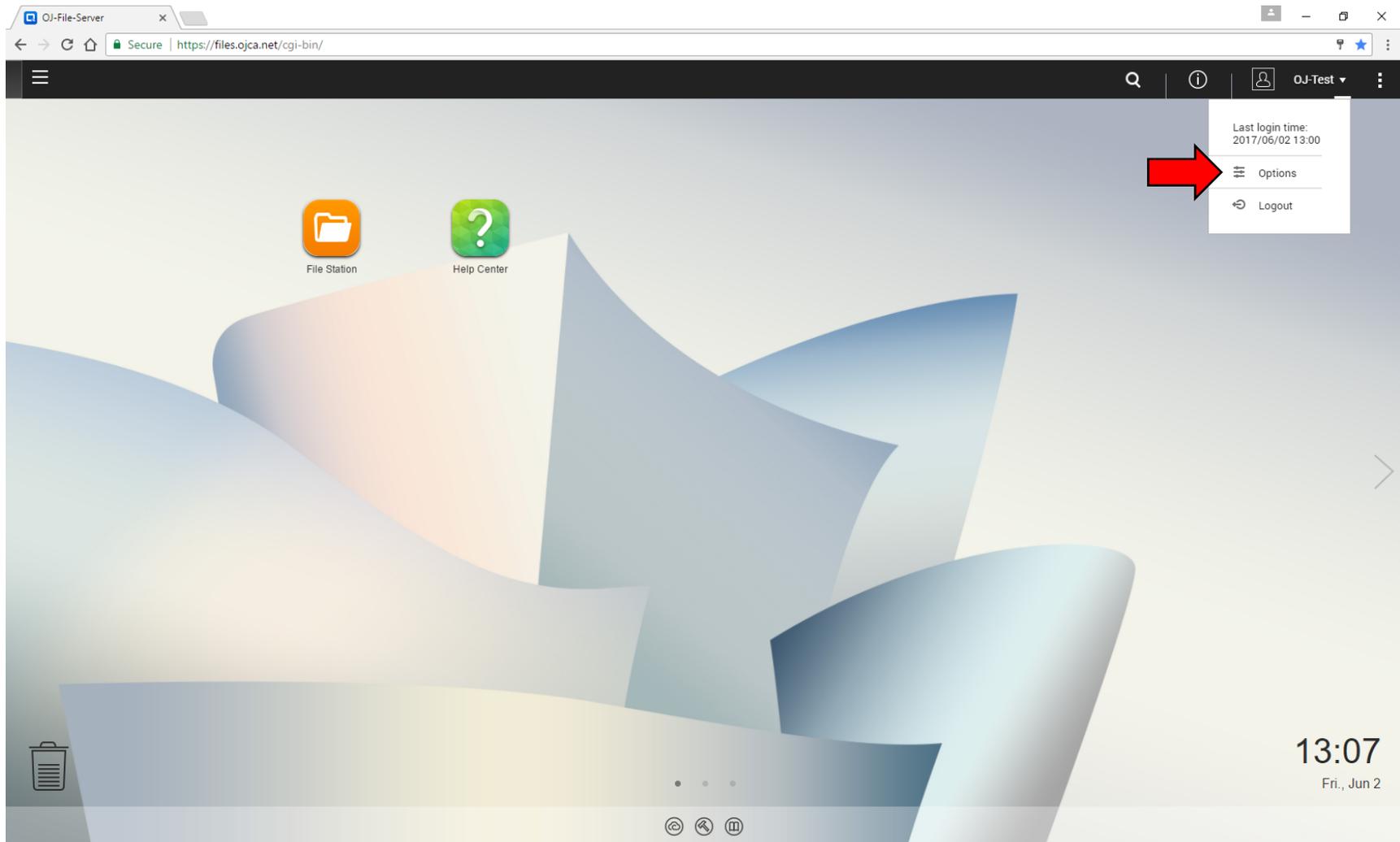


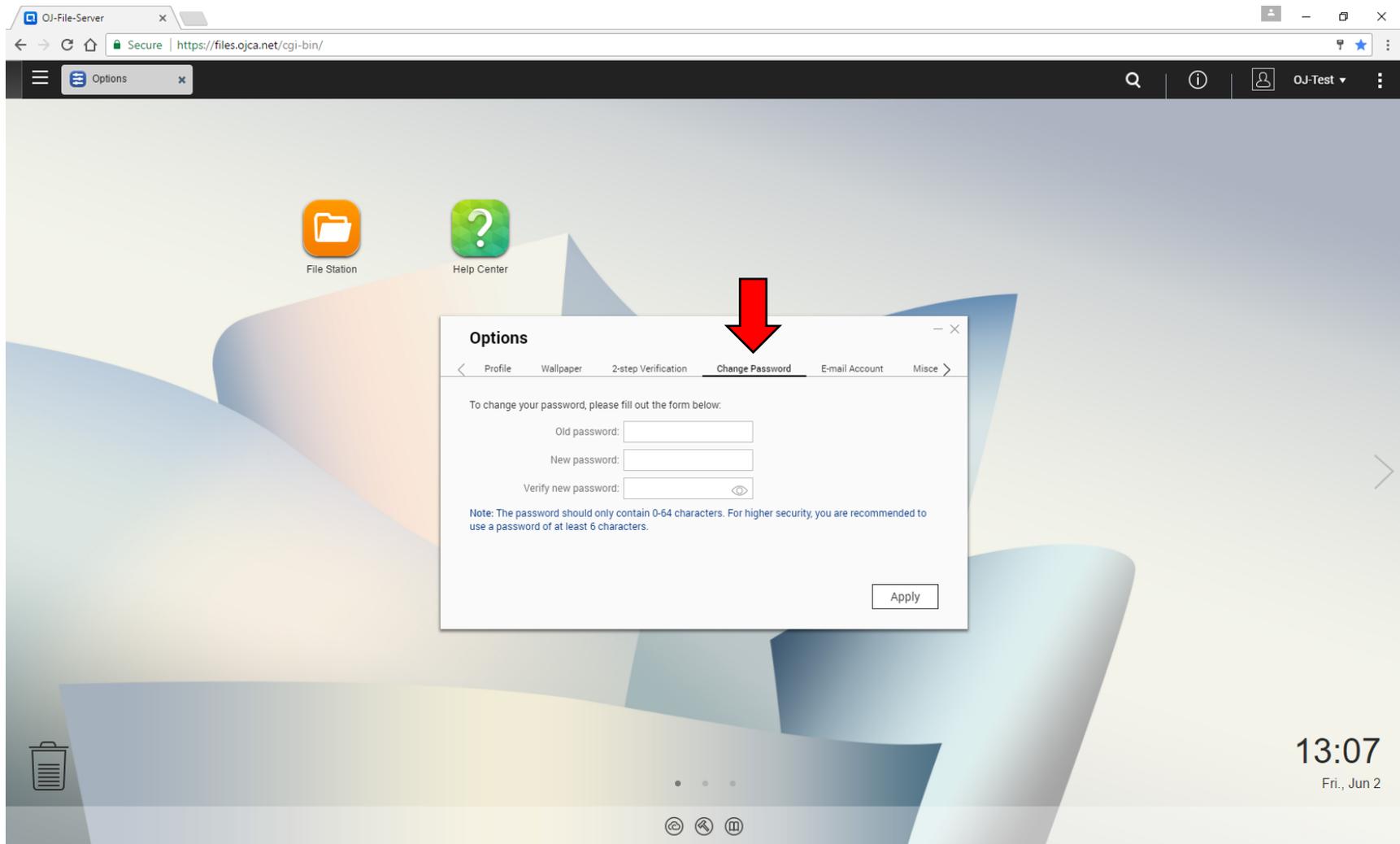
After accessing our file sharing site, you should be taken to the following page where you will need to click on the button labelled “Login” in the bottom left corner of the screen:



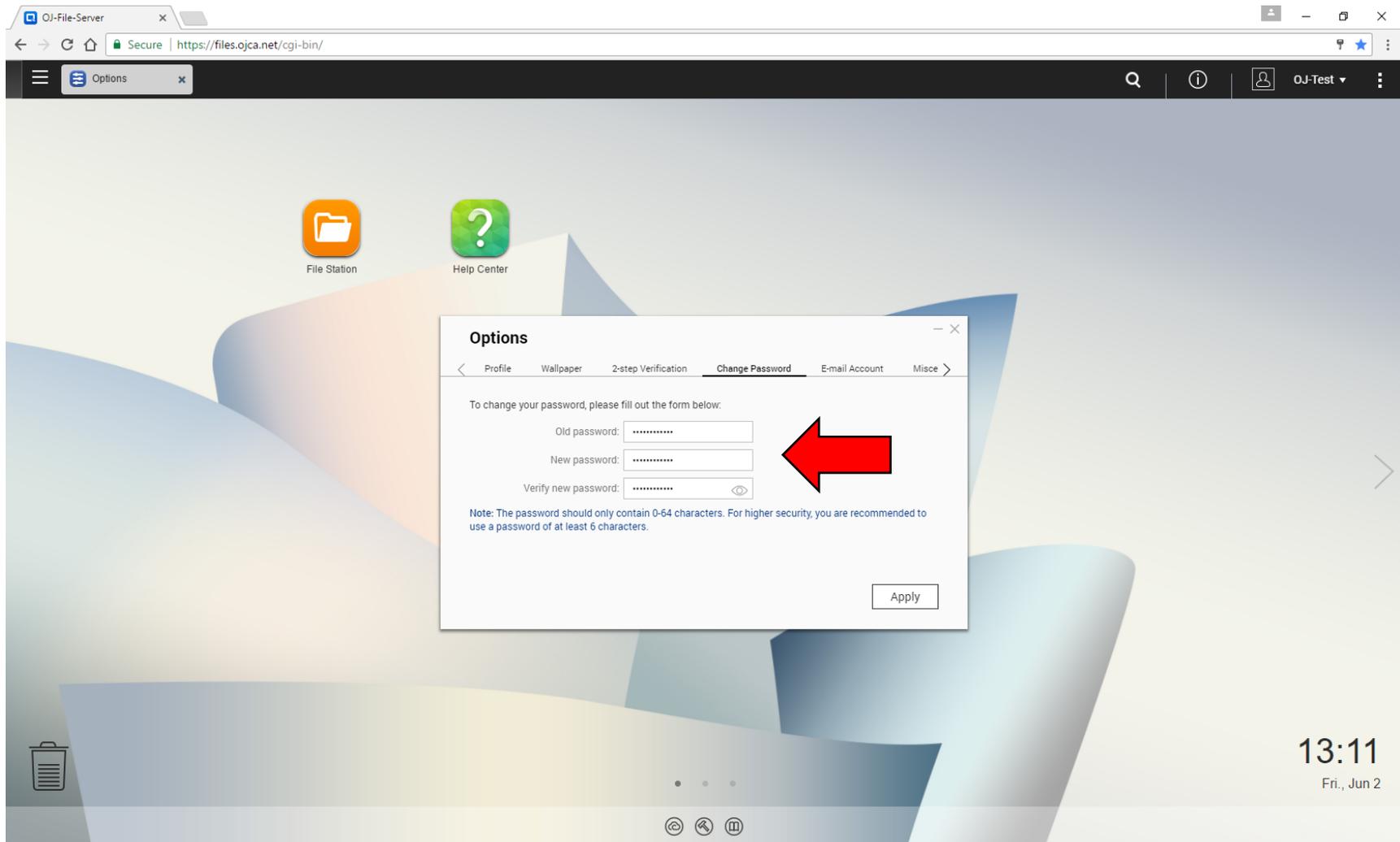
After entering your user name and old password, you will see a virtual desktop where you will need to click on your user name in the top left corner and select “Options”:



This will open a new window where you will need to click on “Change Password”:



From here you will need to enter your old password, your new password and you will also need to verify your new password by entering it a second time, then click “Apply”:



The screenshot shows a web browser window with the address bar displaying "Secure | https://files.ojca.net/cgi-bin/". The browser's address bar and tabs are visible at the top. Below the browser, there is a desktop environment with a light blue and yellow background. Two icons are visible: "File Station" (orange folder icon) and "Help Center" (green question mark icon). A white dialog box titled "Options" is open in the center, with the "Change Password" tab selected. The dialog box contains the following text and form elements:

To change your password, please fill out the form below:

Old password:

New password:

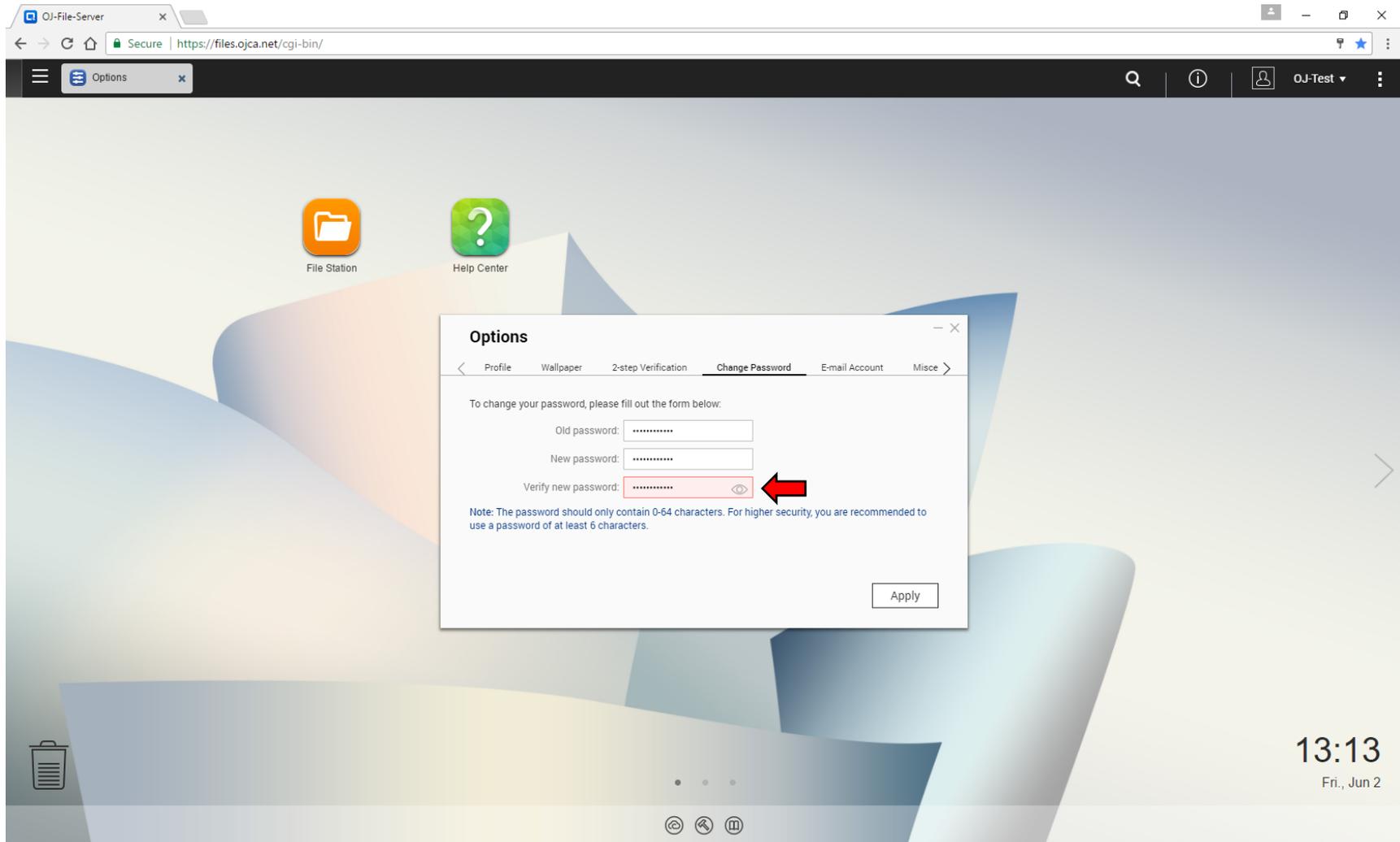
Verify new password:

Note: The password should only contain 0-64 characters. For higher security, you are recommended to use a password of at least 6 characters.

Apply

A large red arrow points to the "Old password" input field. The desktop environment also shows a trash can icon in the bottom left, a system tray with three icons in the bottom center, and a clock showing "13:11 Fri., Jun 2" in the bottom right.

If the “New password” and the “Verify new password” boxes do not agree, the “Verify new password” box will turn red. If this happens, simply delete both boxes and re-enter your new password into both boxes again, then click “Apply”:



If you're the "Old password" box is incorrect you will see the following error message. If this happens, delete your old password and type it again. Once your password has been successfully changed you will be returned to the login screen:

