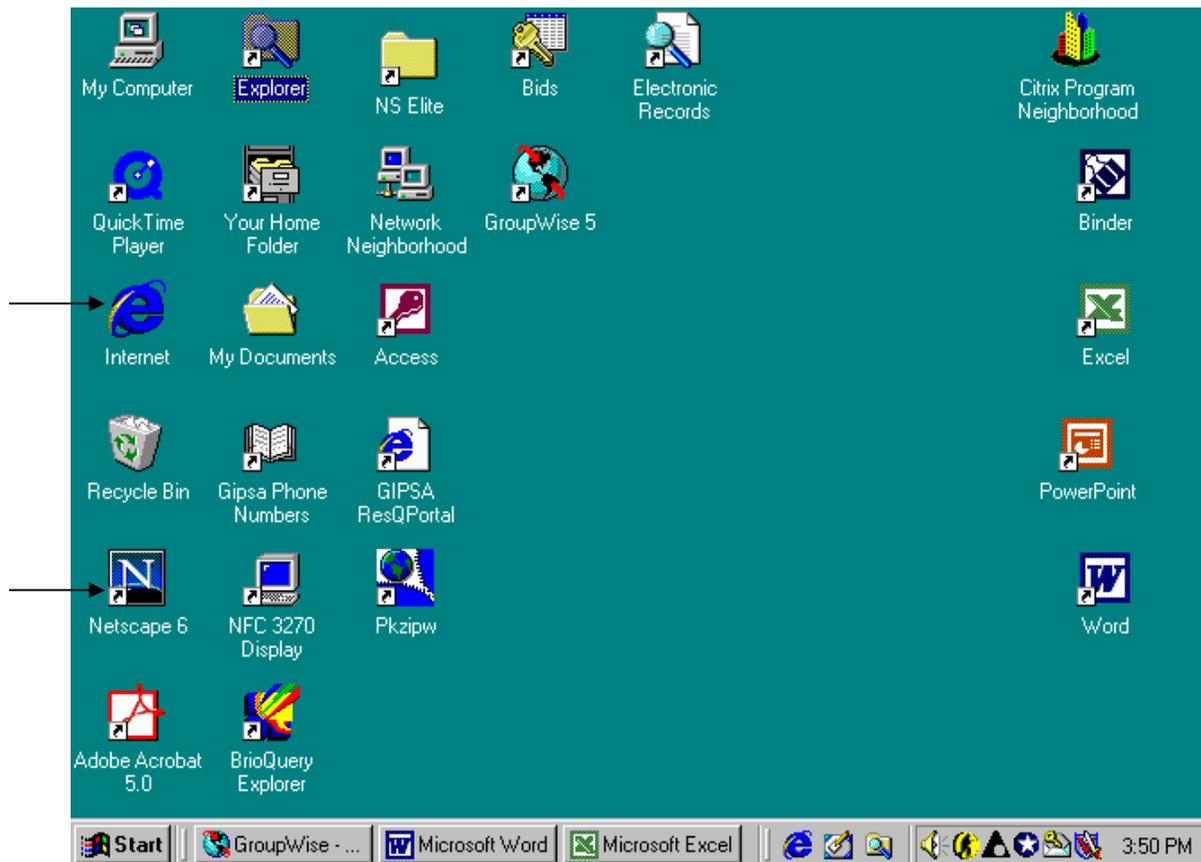


# Change FDW Password via ResQ Portal

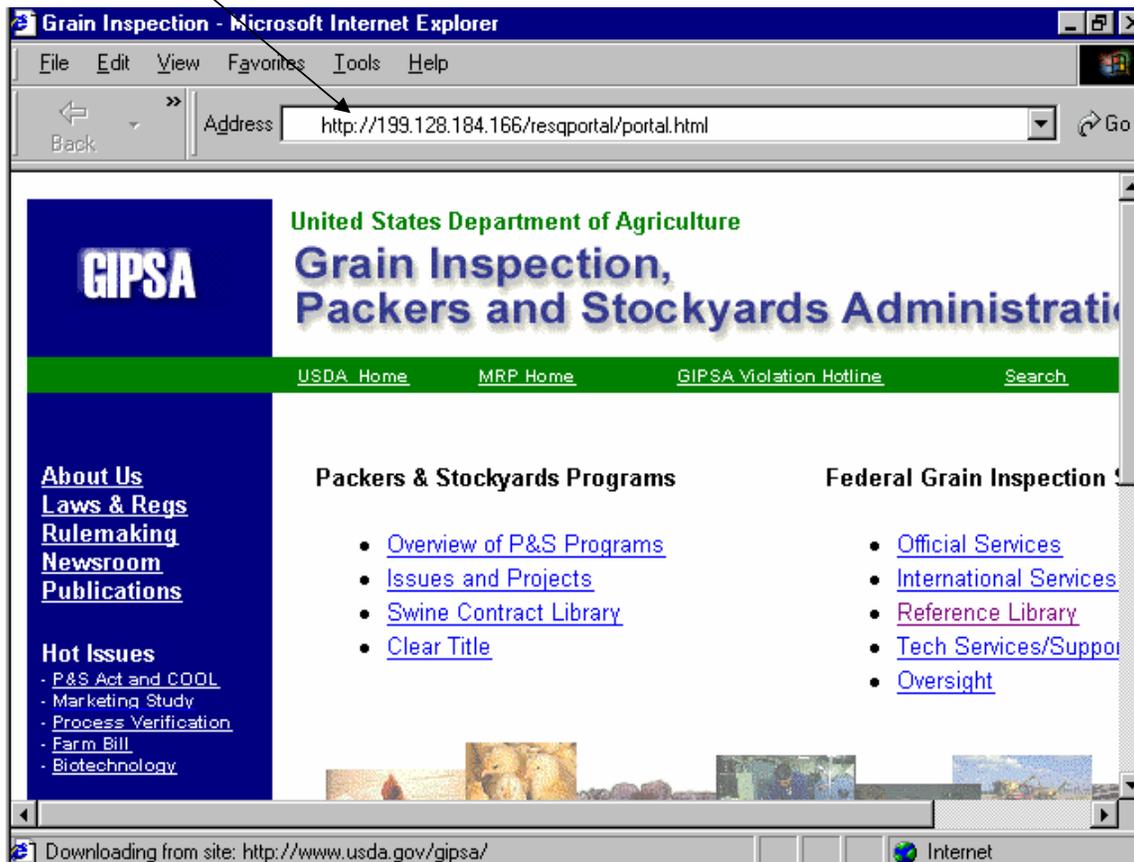
Grain Inspection, Packers and Stockyards Administration (GIPSA)

November 6, 2003

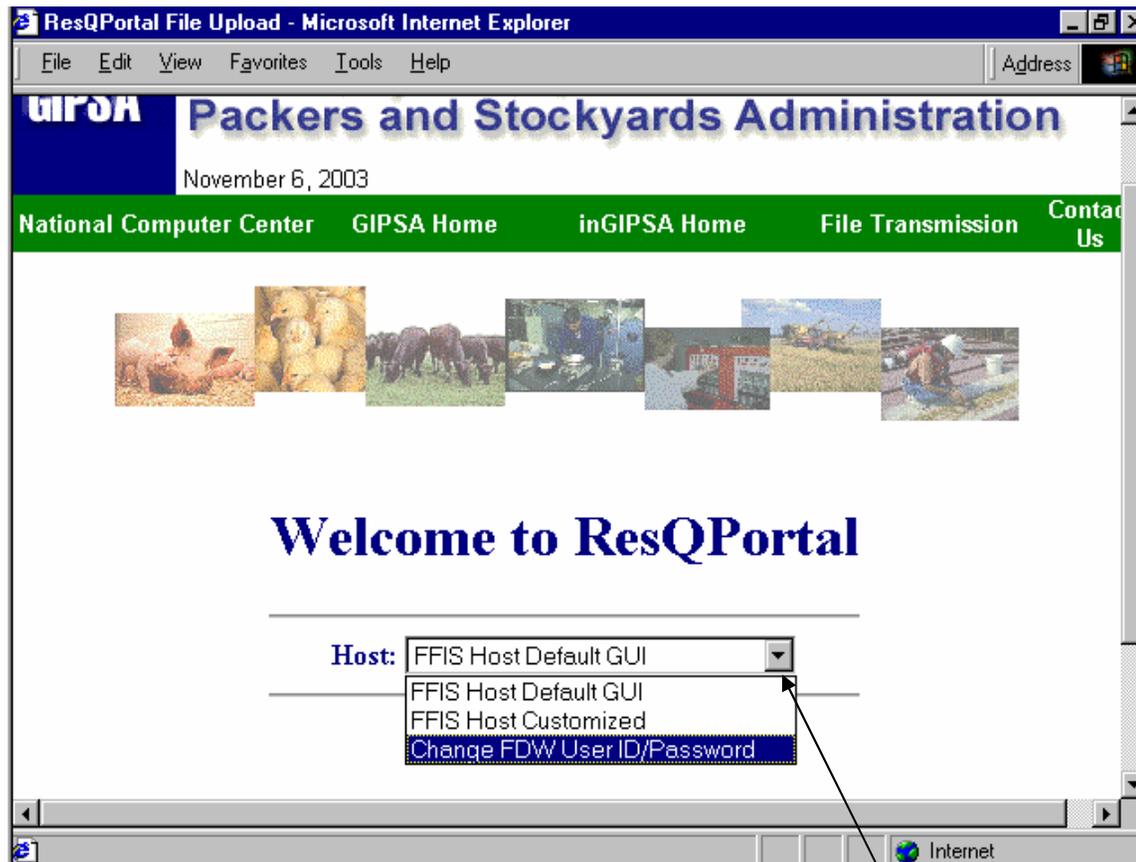
1. Double-click Internet Explorer or Netscape on your computer desktop.



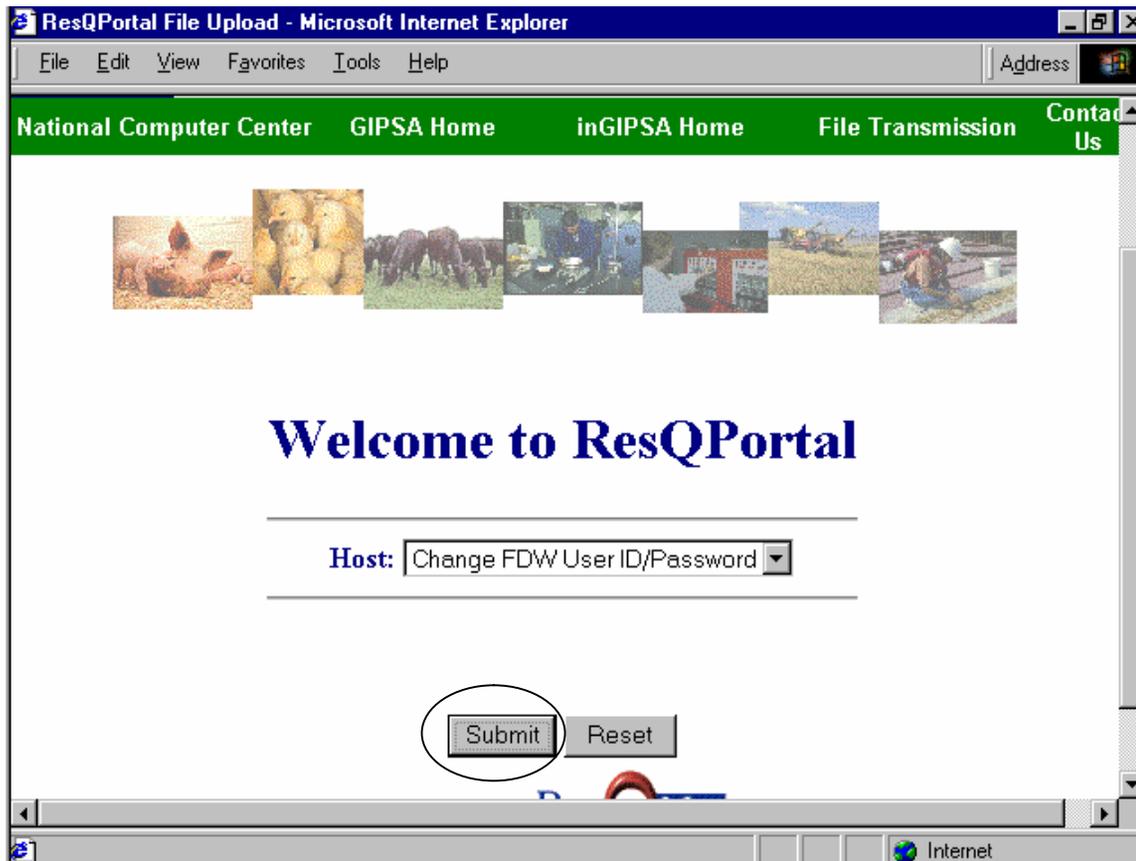
2. Enter the following address in the Address bar at the top of the screen:  
<http://199.128.184.166/resqportal/portal.html>



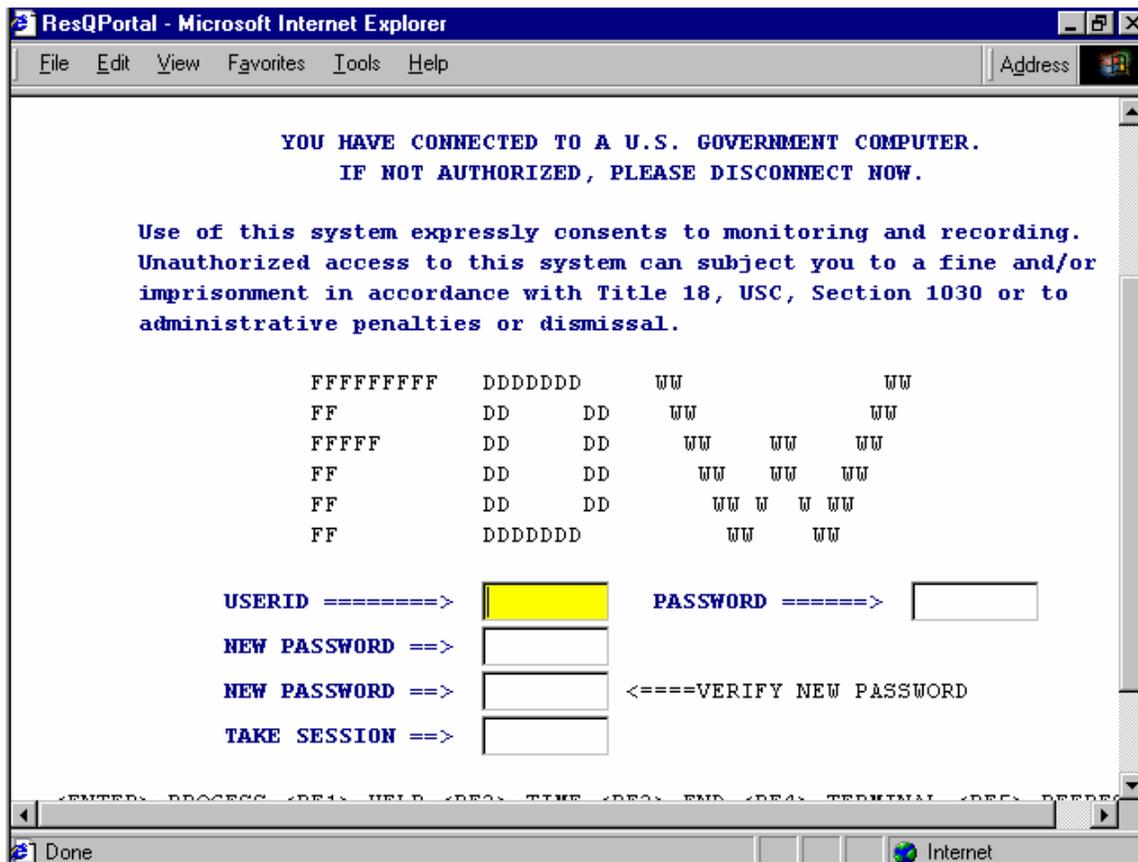
3. Click on the down arrow in the Host bar



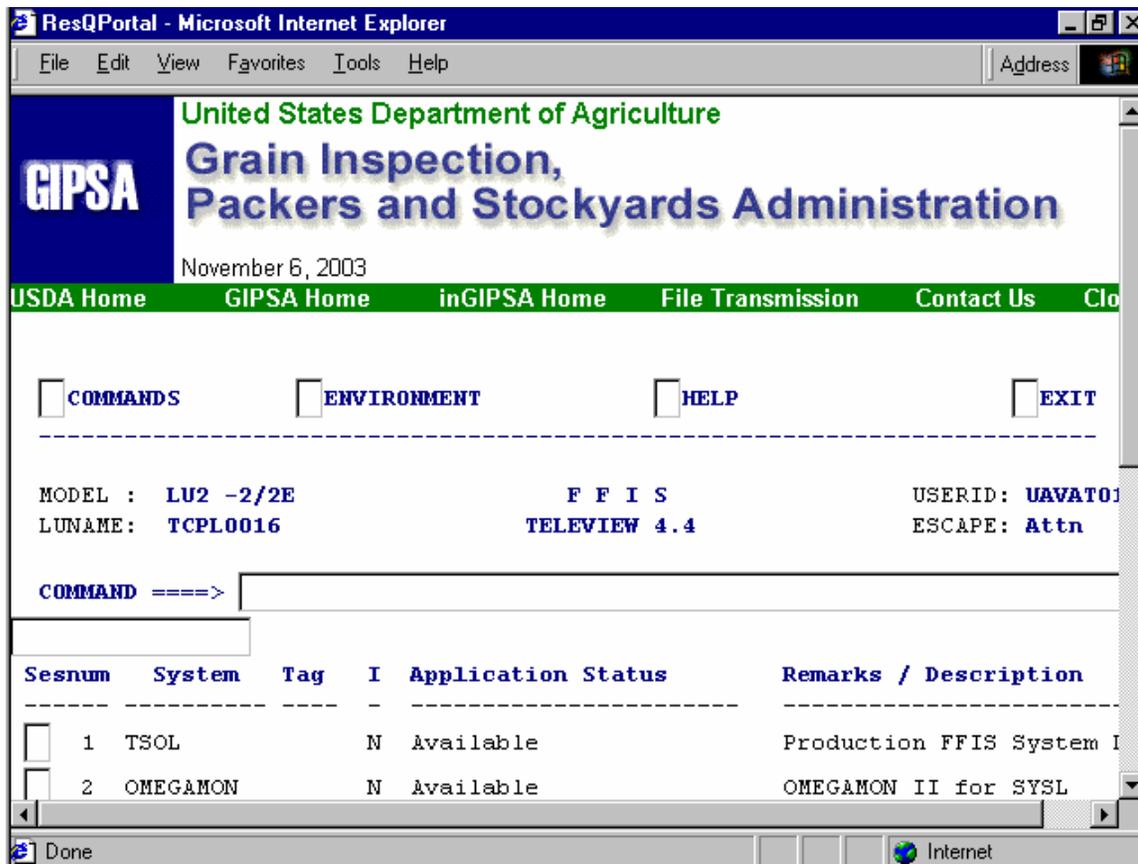
4. Select “Change FDW User ID/Password” from the options available and click on the “submit” button or press the Enter key on your keyboard.



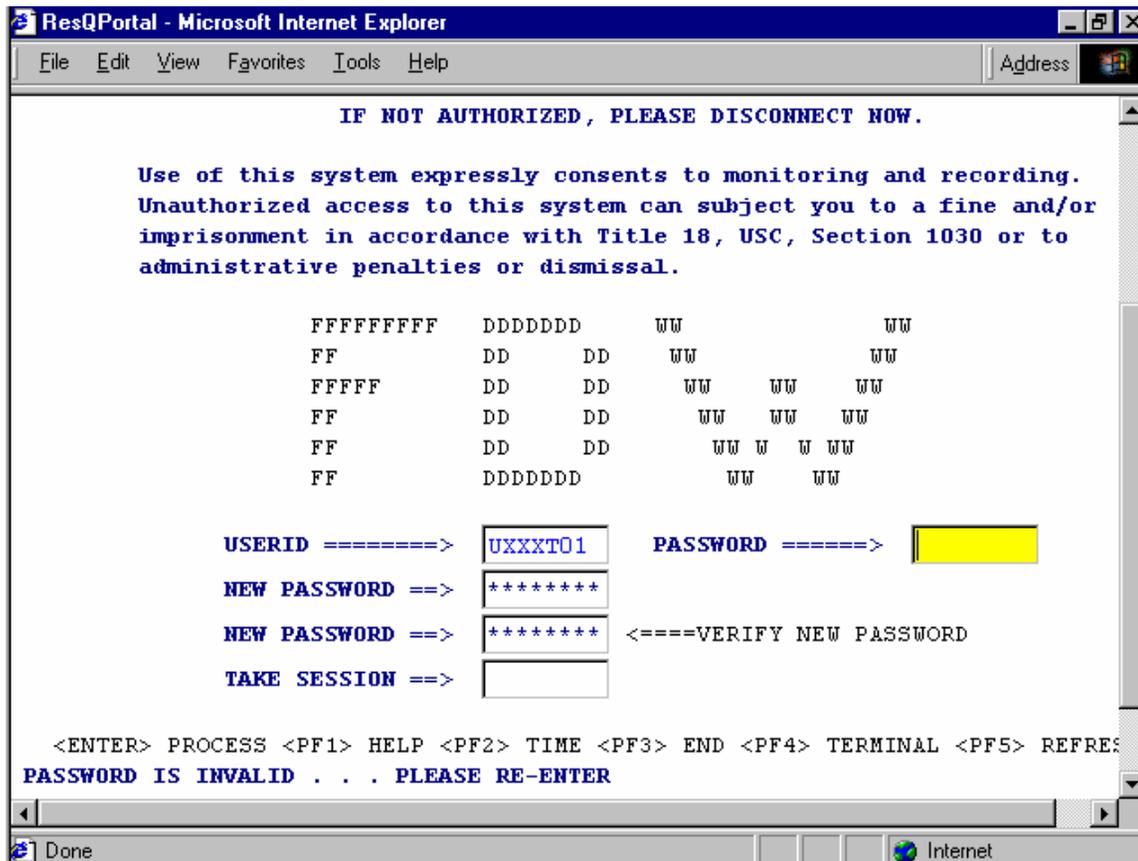
5. At the FDW password screen . . .
  - a. Enter your FDW user ID;
  - b. Tab to the password field and enter your current FDW password;
  - c. Tab to the first new password field and enter your new FDW password;
  - d. Tab to the second new password field and reenter your new FDW password to verify; and
  - e. Then press enter on your keyboard.



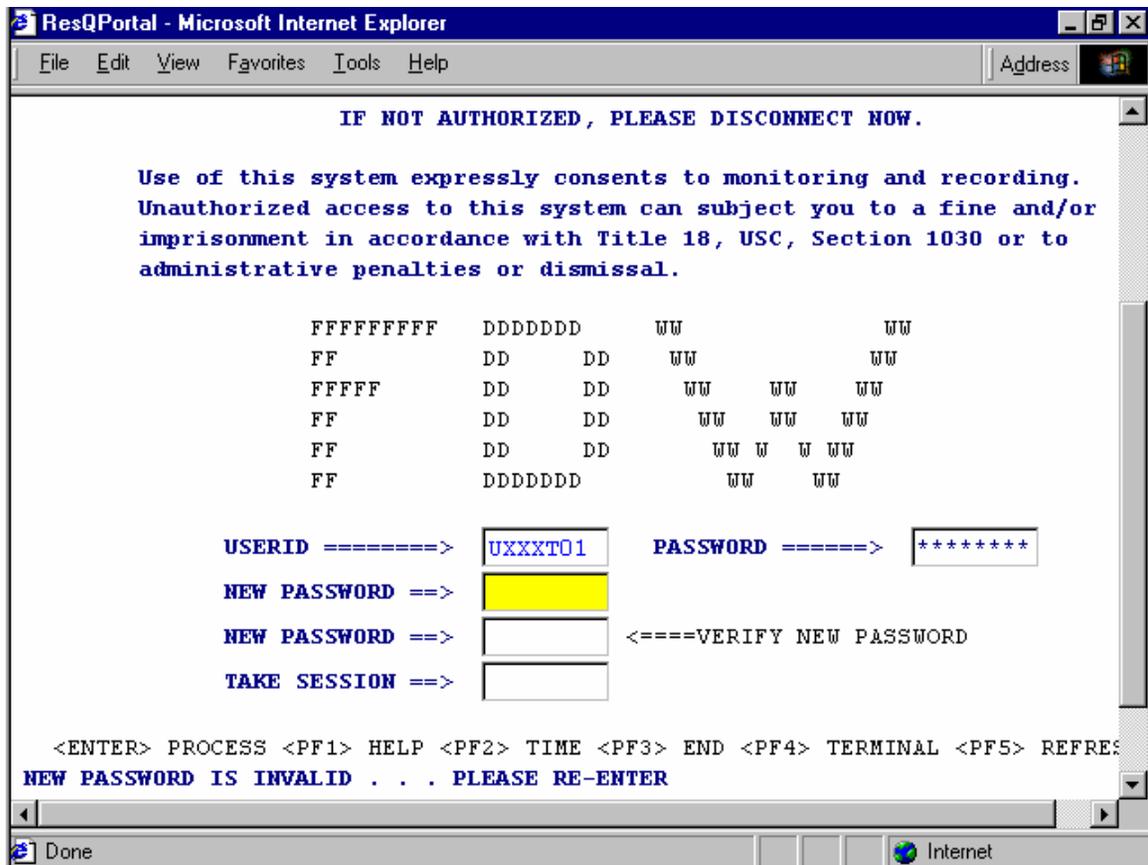
- If you successfully entered your new password, you will be taken to a screen that shows all the FDW systems you are authorized to access. To exit this screen, press the F3 button once and then click on the close option in the green menu bar at the top of the screen.



7. If your password (the original one) is incorrect you will get a message across the screen that says, “Password is invalid . . . Please reenter”, and the cursor will go to the password field so you can reenter the password and hit enter.



- 8. If you enter a new password that isn't at least 8 characters long and include alpha as well as at least one numeric character OR you enter a previously used password, you will get a message across the screen that says, "New password is invalid . . . Please reenter", and the cursor will go to the first new password field so you reenter the new password, tab to the second new password field, and reenter the new password again, before hitting enter.



9. Safeguard your new password once it is successfully changed.

Note: Your FDW password will expire every 30-calendar days, whether you log into FDW or not during that period.