

Maine Center for Disease Control and Prevention

Department of Health and Human Services

Department of Health and Human Services Maine Center for Disease Control and Prevention 220 Capitol Street 11 State House Station Augusta, Maine 04333-0011 Tel.: (207) 287-3771; Fax: (207) 287-1093 Toll Free: 1-888-664-9491 TTY Users: Dial 711 (Maine Relay)

Paul R. LePage, Governor

Ricker Hamilton, Commissioner

## **Instructions to Renew DAVE Password**

### **NEW USERS**:

- 1. A system generated email with a temporary password, and an email with your username, will be sent during the enrollment process.
- 2. Login to DAVE with your Username and temporary password. You will then set a new password and answer the security question of your favorite color.

#### EXISTING USERS (To change your password)

To set up password:

- 1. Login to DAVE<sup>™</sup>.
- 2. On the Home page, navigate to Main>Change Password.

	<u>M</u> ain	Lif <u>e</u> Events			
	Home				
	Change	Office			
k	Change	Password			
_	Messag	jes			
	Current Activities				
I	Logout				

3. Type in the Old Password and New Password. Complete the security question and answer.

Change Password			
	Time left before your password expires:	119 Days, 9 Hours, 47 Minutes	
	Old Password:	•••••	
	New Password:	•••••	
	Confirm Password:	•••••	
			Type in your favorite
	Security Question	What is your favorite color? 🔽	_ color.
	Security Answer	*****	
			Save Clear Return

4. Select SAVE and password will be changed.

	<u>M</u> ain	Lif <u>e</u> Events	<u>Q</u> ueues	<u>R</u> eports	Forms	<u>H</u> elp								
	Ű	Department of Headh and Human Services Bute heads into both methy or I hadone into	Mai	ne Depa	rtment of	Health ar	nd Huma	an Servic	es					
Chang	je Password	d			Your p	assword	has been	n changed	i successi	fully.				
													Continue	е

- 5. Select the Continue button to go to the Home page.
- 6. Existing users are now set up to renew their own password when necessary.



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Next

Clear Cancel

### To renew a "forgotten" password:

- 1. At the Login screen, type in your username.
- 2. Click the "Forgot your password?" link



#### 3. Type in your username and code from the image as shown below.

#### **Request New Password**

To reset your password, enter your Username and the characters in the picture below.

Usemame: Trainmecs1	
W28A4	
W28A4 Type the code from the image	

- 4. Select the Next button.
- 5. At "Please answer your security question below", type in the answer to the security question you completed earlier in Step 3 of the "Existing User" section.

Request New Password			
Please answer your security question below. What is your favorite color?	Type in your favorite color that you entered in Step 3 above.		
		Next	Clear Cancel

- 6. Select the Next button.
- 7. A message will appear stating a temporary password has been sent to your email address.



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**Request New Password** 

Password Request Successful. A temporary password has been sent to your email address.

Continue

- 8. Select Continue.
- 9. You will be returned to the Login screen.
- 10. Retrieve the automated email message with the temporary password.

From: DAVE-no-reply@smtp.state.me.us To:	
Cc: Subject: Maine Center for Disease Control and Prev	ention User Access Information
Med Exams	
EDRS/EBRS User, you have been assigned the f	ollowing DAVE system generated password ^WTU8GDa\$ND=
	Copy and Paste the
	temporary password to the login screen.
11. Copy and paste (or type in) the temporary pa	assword onto your login screen.
Maine	
Department of Health and Human	Services
Username:	Password:
Trainmecs1	•••••
Version #: 13.2.3.42662	Login
Forgot your password?	

12. Select the Login button to return to the DAVE application.