



## HOW TO RESET YOUR PASSWORD

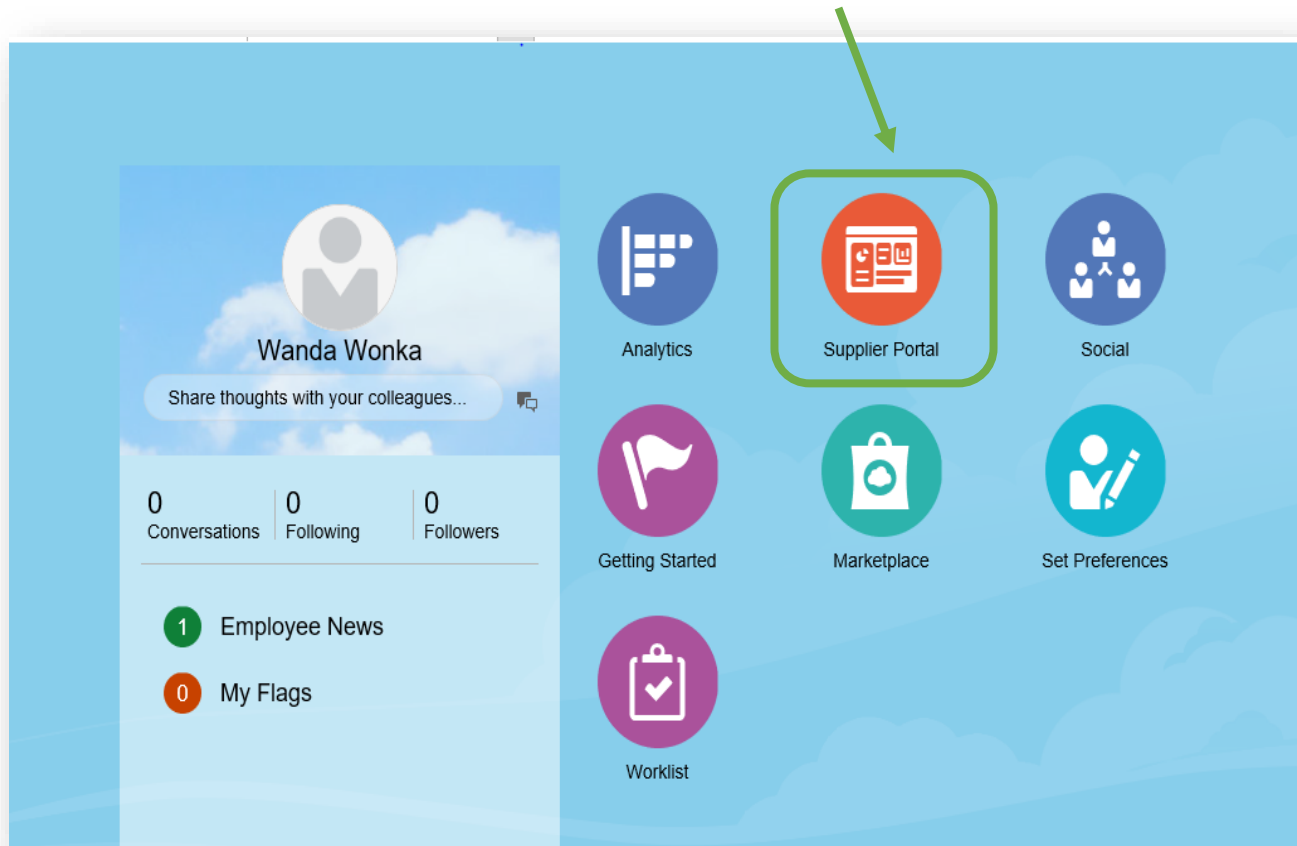
### STEP-BY-STEP REFERENCE GUIDE

(Applicable AFTER July 1, 2019)

Log into the Oracle Supplier Portal using your contact email address and password.

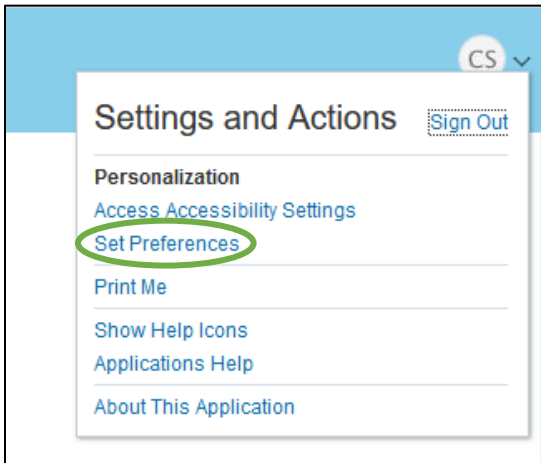


Click the **Supplier Portal icon** from the home page.

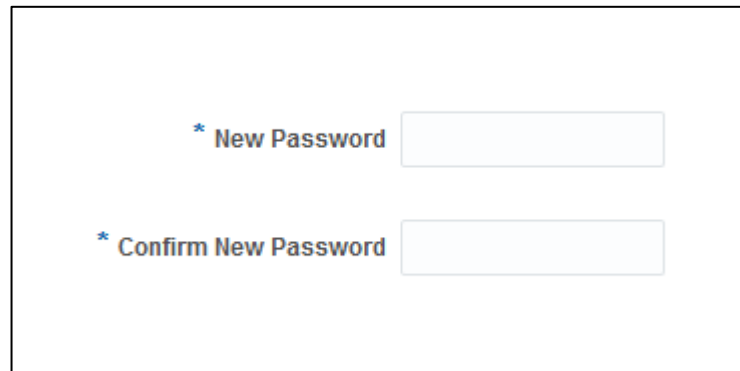
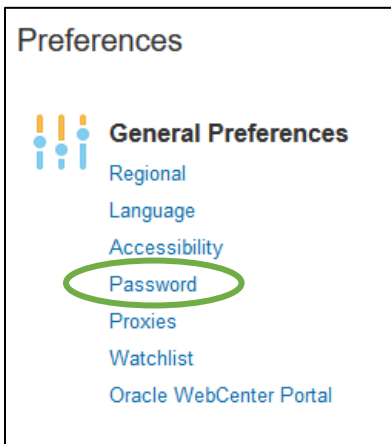


You will be directed to the Supplier Portal main page.

To reset your password, click the drop-down arrow next to your initials in the top right of your screen. Select **“Set Preferences”** from the drop-down list.



You will be directed to the Preferences page. Click **“Password”** and enter your new password. Click **“Save and Close”** when complete.

A screenshot of a password reset form. It contains two input fields: the first is labeled "\* New Password" and the second is labeled "\* Confirm New Password".