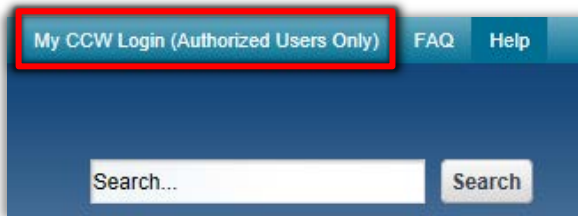


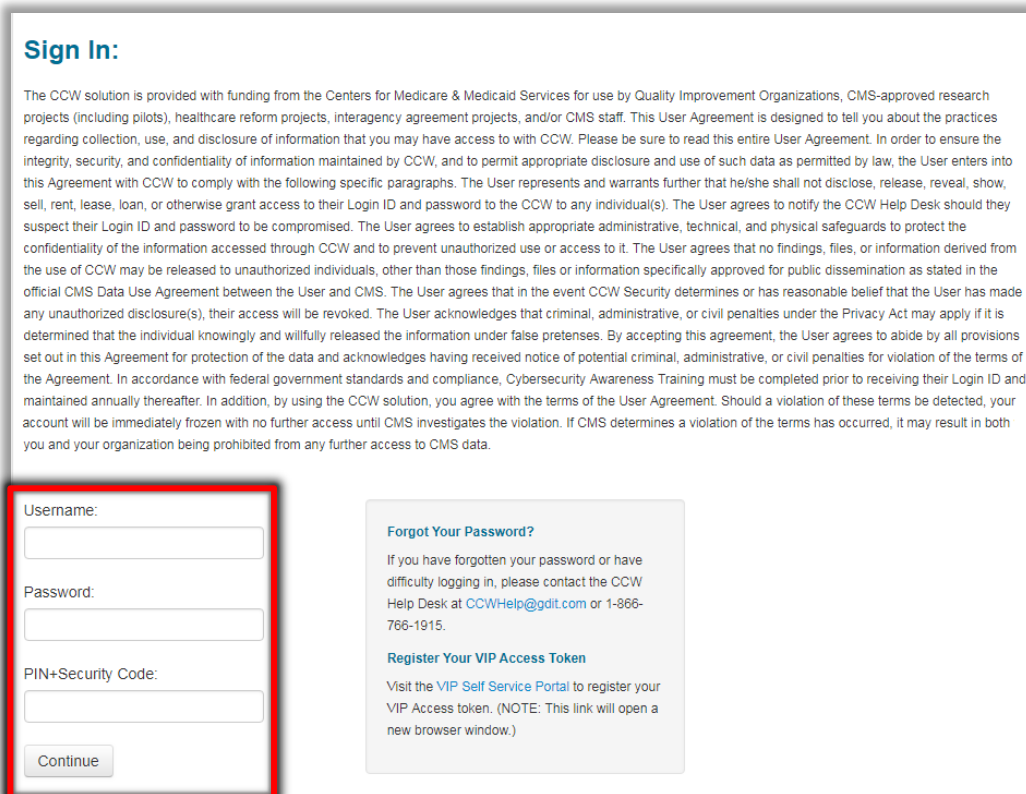
How to Change Your Password CCW Job Aid

You can change your password any time.

1. To begin, go to <https://www.cwdata.org/>, and then select **My CCW Login (Authorized Users Only)** in the upper right corner of the screen.



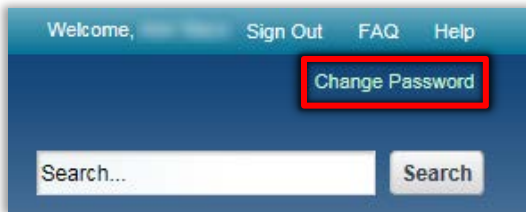
2. Enter your CCW user name and password. Then, enter your PIN plus the current Security Code on your multi-factor authentication token. Select **Continue** to accept the terms and conditions of the web site.

A screenshot of the "Sign In:" page on the CCW website. The page has a white background with a blue header. Below the header is a large block of text containing the terms of use. Below the text is a login form with three input fields: "Username:", "Password:", and "PIN+Security Code:". A "Continue" button is located below the input fields. To the right of the input fields is a grey box containing links for "Forgot Your Password?" and "Register Your VIP Access Token". The "Forgot Your Password?" link is highlighted with a red rectangular box.

Chronic Condition Data Warehouse

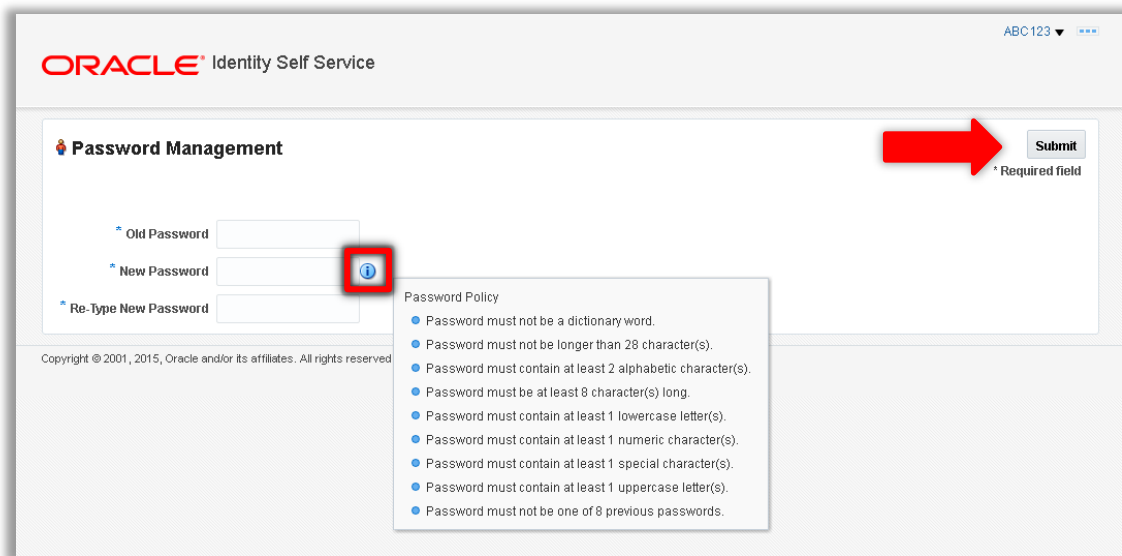
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3. After you log in to the secure site, you can change your password. Select the **Change Password** link in the upper right corner of the screen.



4. Click the information icon next to the **New Password** field to view the password policies. Your password must fall within these conditions in order for it to be accepted. Enter your current password. Then, enter your new password twice. Select the **Submit** button to change your password.

When you change your password here, it will update your password across all applications in the CCW: the secure website, the Virtual Desktop, SAS EG, etc.



Visit the Chronic Condition Data Warehouse at <https://www.ccwdata.org>.