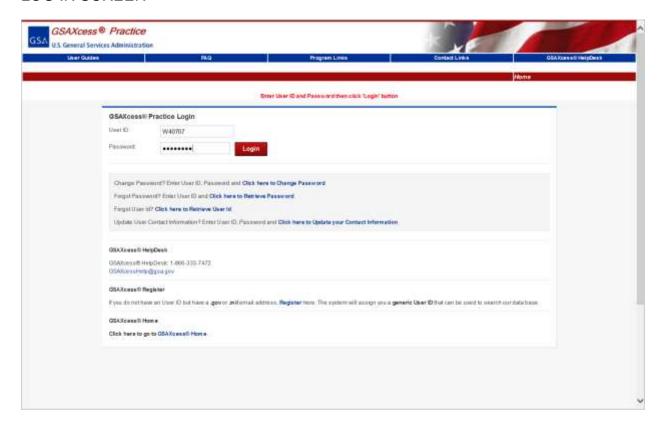
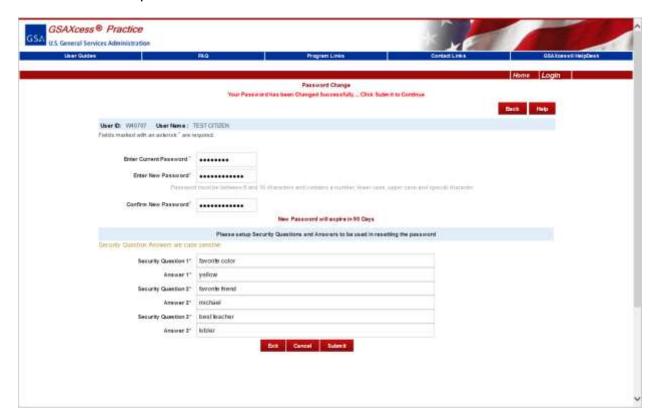
When you log into the GSAXcess® system after November 10th, 2018 you will be directed to reset your password. You must reset your password or you will be denied entry into GSAXcess®.

LOG IN SCREEN



RESET PASSWORD AND CLUE QUESTIONS SCREEN

You will see the screen below that asks for your current password, a new password and brand new Clue questions and answers.



- **PASSWORD:** must contain a special character, an uppercase and a lowercase letter, a number and be between 8 and 16 characters. NOTE: Passwords will need to be reset every 90 days for all customers and you will be reminded when due upon login.
- CLUE QUESTIONS: you can set your clue questions and answers to anything
 you like but make sure you can remember your answers. Answers must be a
 minimum of five characters. NOTE: clue answers are CASE SENSITIVE.

System messages direct you to click Submit again to proceed into GSAXcess®.



[FAS Home] (Spenier Housenhoothio Guide) [GSA Home]

EMAIL NOTIFYING OF PASSWORD CHANGE

