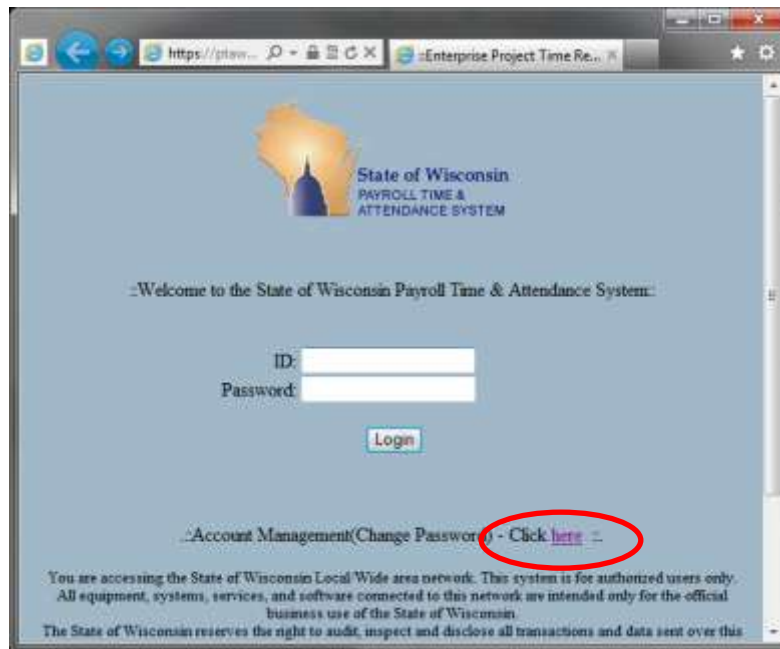


- 1.) Open **Internet Explorer** and go to ptaweb.state.wi.us (Make sure you have closed webmail and outlook before changing password)

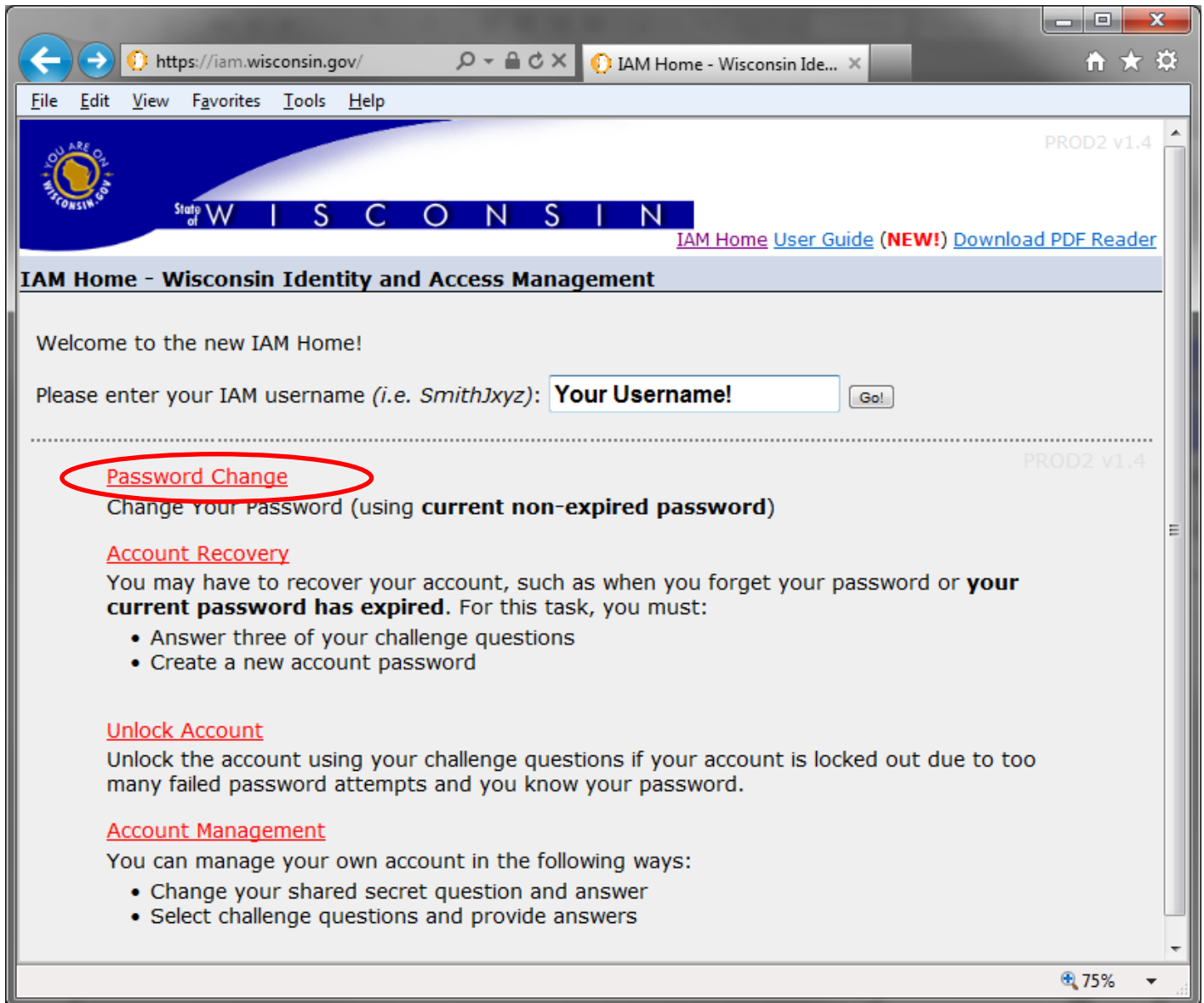


- 2.) Click on **Account Management (Change Password) – Click here**



- 3.) Enter your username and click **Go!**

4.) Click on **Password Change**



5.) Enter your **Current Password**, **New Password**, and **Confirm New Password** and then click **Reset Password**.

Password Rules:

- Enter a minimum of 7 characters and no more than 20 characters.
- Do not use your name or your user id in the password.
- Do not repeat any of the last 8 passwords used.
- The password must contain 3 of these 4 data types; Upper case, Lower case, Numeric, Special.
- The valid characters that can be used are
 - Upper case alphabetic letters (A - Z)
 - Lower case alphabetic letters (a - z)
 - Numeric (0 - 9)
 - Special characters %*~\~!@#\$\$^()_+{}|:"?'`-=[\];',./()&<>

Special restriction: The first character cannot be: '{', '#', or '-'

Don't forget to update your e-mail password on your smart phone. You WILL get locked out if you do not update this promptly!