

# **Resetting Password**

This tutorial is designed to walk you through the steps for resetting a user password for Oracle Primavera Unifier – Tenant Maintenance Request process.

### Step 1

Navigate to the Oracle Primavera Unifier login page. Select the **Click here** link following **Need Help Signing in?** at the bottom of the page to reset your password.

	ORACLE Cloud
	ca644640
	Oracle Cloud Account Sign In
User Name	
User name or ema	il
Password	
Password	
	Sign In
	Need help signing in? Click here
	Cookie Preferences

## Step 2

Follow the prompts to reset your password and select Next.

ca644640	ca644640
Forgot Your Password? Having trouble with your password? Reset it here.	$\bowtie$
What's your user name?	Password Reset Notification Sent.
Enter user name	A password reset notification will be sent to the recovery email address associated with your username <b>courtney.moore@omes.ok.gov</b> . If you haven't received the password reset email, then please check your spam folder or contact your system administrator. You can also retry after 10
Next	minutes.
Cancel	Close

**Note:** Google Chrome is the best internet browser to utilize the platform, however, Microsoft Edge will also work. Internet Explorer is no longer a supported browser to use and therefore will not support the platform.

# Step 3

Once you receive the email notification, you will select the link directly in the email **Password Reset**.

[EXTERNAL] Please Reset Your Password for Your ca644640 Ac	count
Ora <u>cle <no-reply@ora< u="">cle.com&gt;</no-reply@ora<></u>	$\begin{array}{c c} & & \\ \hline & \\ \hline & \\ \end{array} Reply & \\ \hline & \\ Reply All & \rightarrow Forward \end{array} \qquad $
то	Tue 2/28/2023 10:53 AM
(i) If there are problems with how this message is displayed, click here to view it in a web browser.	
ORACLE	
Hello	
On Tuesday, February 28, 2023, at 10:53:26 AM CST, you requested to password on the Password Reset page.	o reset your password. You must reset your
Password Reset	
Fassword Reset	
Details	
If the Password Reset page link doesn't work, please copy and paste browser:	the following URL into the address bar of your
https://idcs-b04a1c3f84604c259413f3088ac98814.identity.oraclecloud token=RvvWTHFbJoZR64gi01vsErXnSLV%2FWBP84w2%2BhrtRzvv	
Important: This link will expire on Wednesday, March 1, 2023 10:53: message, contact your system administrator at	27 AM CST. Also, if you don't recognize this
About Oracle	e Cloud   Legal Notices and Terms of Use   Privacy Statement
This is a system generated message. Do not reply to this message. You are receiving this Cloud. General marketing opt-out preferences have been over-ridden to ensure that you r	
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## Step 4

A new browser window will pop up. You will enter your new password following the requirements given in the window. Once finished, select **Reset Password**.

ca644640 Courtney.Moore@omes.ok.gov			
Re	set your password		
Set	a password for your user account.		
Vev	Password		
	The password must have at least 6 characters.		
•	The password cannot contain the First Name of the user.		
•	The password cannot contain the Last Name of the user.		
•	The password cannot contain the user name.		
•	The password must begin with an alphabetic character.		
•	The password must have at least 1 lowercase characters.		
•	The password must have at least 1 uppercase characters.		
•	The password must have at least 1 numeric characters.		
Con	firm New Password		

### Step 5

Once you've completed the resetting process, you can navigate back to the login page and sign in. You should receive another email notification stating your password has been reset.

