County of Ottawa

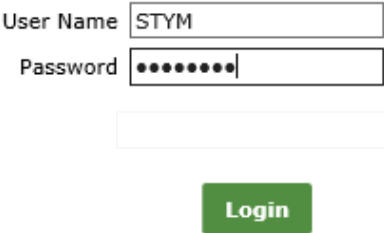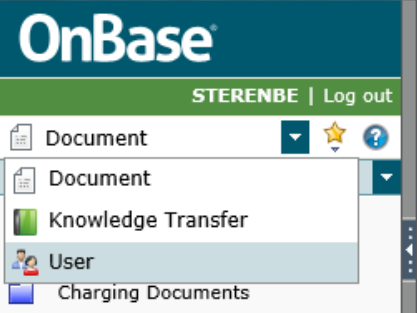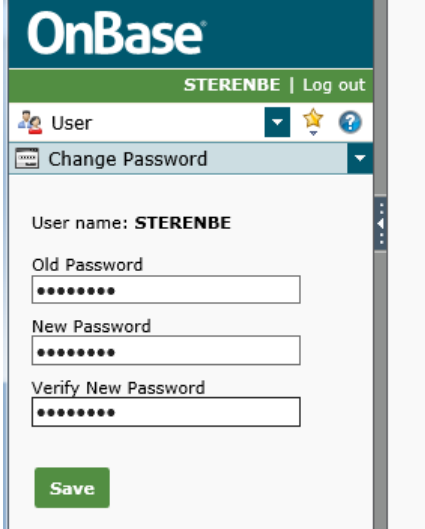Information Technology Department

Changing your OnBase password

Changing your OnBase Password

1- Click the "Password Administration" link and then on the login page, enter your credentials and hit Login.	User Name STYM Password •••••••• Login
2- Select "User" from the first drop-down list.	OnBase STERENBE | Log out Document Document Knowledge Transfer User Charging Documents
3-Update your password and click "Save". You cannot reuse any of your previous 10 passwords.	OnBase STERENBE | Log out User Change Password User name: **STERENBE** Old Password •••••••• New Password •••••••• Verify New Password •••••••• Save