

MANNA FoodBank

Online Ordering Guide for Partner Agencies

Version 1.1

Changing your Password

There are two ways to change your password in the online ordering system:


1. On the Login page you can click Forgot Password? To receive an email with a link to reset your password



Log In *Required Fields

Email Address/Username*

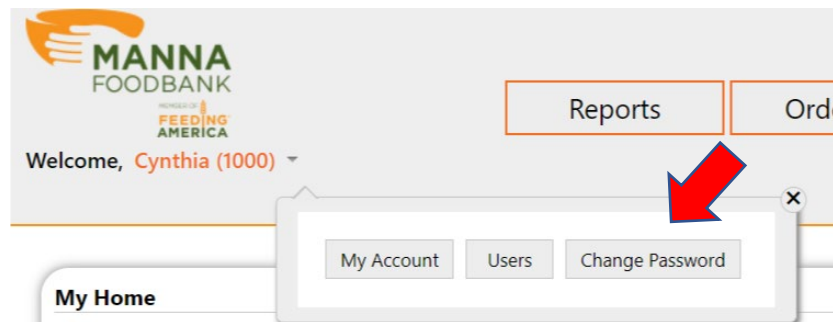
Password*

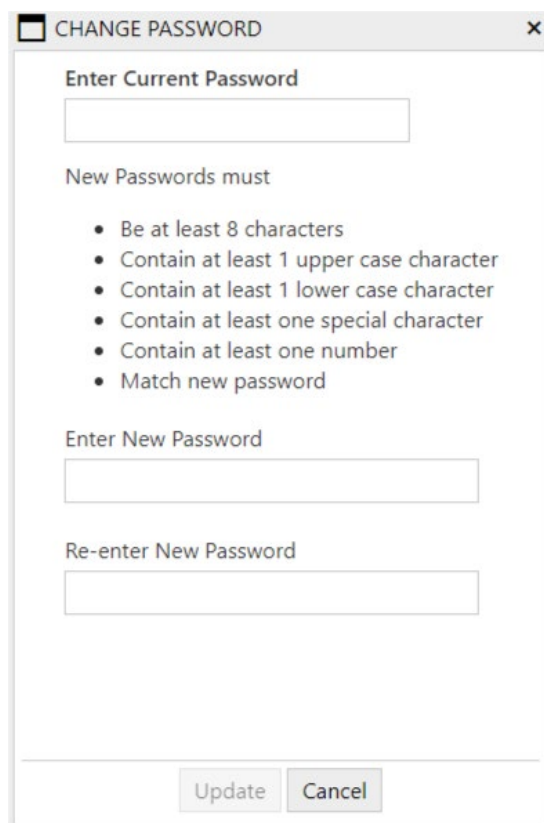
[Forgot Password?](#)

Passwords are case sensitive

2. On the Home page click the small arrow beside your name then click Change Password



- The password reset window will look the same changing your password through the login screen or the Home page



The screenshot shows a 'CHANGE PASSWORD' dialog box. It has a title bar with a close button. The main content area contains the following elements:

- Enter Current Password**: A text input field.
- New Passwords must**: A list of requirements:
 - Be at least 8 characters
 - Contain at least 1 upper case character
 - Contain at least 1 lower case character
 - Contain at least one special character
 - Contain at least one number
 - Match new password
- Enter New Password**: A text input field.
- Re-enter New Password**: A text input field.
- Update** and **Cancel** buttons at the bottom.

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 - Contain at least 1 lower case character
 - Contain at least one special character
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