

Please print these instructions prior to beginning the download process.

• Open Golden

llsername:	UPGBADETTE		<u>o</u> k
Password:	******		Cancel
Database:	rpt3	~	Help

- Change Database to: ais
- Click OK

Password: ******	
r avvirora.	Cancel
Database: ais	lelp

• Go to the Toolbar: File \rightarrow Change Password

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D	New						
Ì	Open						
H	<u>S</u> ave						Ctrl+9
H	Save A	ș					Shift+Ctrl+S
<u>ڪ</u>	Close t	ab					Ctrl+F4
	Close A	All tabs					Shift+Ctrl+F4
	Open V	Vorksp	ace				Ctrl+W
	Save W	/orkspa	ace				Shift+Ctrl+W
	Save W	/orkspa	ace As				
	Close V	Vorksp	ace				
	Login						Ctrl+L
	Disconr	nect					Shift+Ctrl+D
	Change	e Passv	vord				
m	Page S	ettings					
a	Print Pr	eview					
	Print						

Changing Your Database Password



- Type in your current password. Then using the new password standards, type in a new password and repeat.
- Click OK.

Username:	UPGRADETTE
Database:	ais
Old password:	[
New password:	
Retype new password:	

• Click Ok once more. This password will be copied to RPT3 tomorrow morning.

s been	change	d.
ОК	٦	
	s been OK	s been change