

Enterprise Justice Navigator, Odyssey Navigator, and Judge Edition Password Change Instructions

New Enterprise Justice Navigator, Odyssey Navigator, and Judge Edition Password Requirements:

Username: Continue to use your already established username.

Password Requirements:

<p>Password must:</p> <ul style="list-style-type: none">• Be at least 12 characters• Have a symbol character (i.e., \$, #, @, etc.)• Have an uppercase letter• Have a lowercase letter• Contain a number	<p>Password must not:</p> <ul style="list-style-type: none">• Be the same as the user ID or username• Be the same as the previous 10 passwords
<p>Please Note:</p> <ul style="list-style-type: none">• Passwords will expire within a maximum of 90 calendar days• Users will be locked out after 5 unsuccessful login attempts; an eService Center ticket to Customer Services will be required to unlock	

Note: Judge Edition users must change their password using Enterprise Justice/Odyssey Navigator before accessing Judge Edition.

Steps to change your password:

- 1) Log into your computer using your local username and password.
- 2) Log into Enterprise Justice/Odyssey Navigator using your username and old password.

Note: The following message will display: **Sign on failed. Your password must be changed before signing on.**



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- 3) Enter your temporary password provided to you by AOC in the **Old Password** field.
- 4) Enter your new 12+ character password in the **New Password** field.
- 5) Re-enter your new 12+ character password in the **Confirm Password** field.
- 6) Click on the **Change Password** button.

The steps to change your password for Enterprise Justice Navigator, Odyssey Navigator, and Judge Edition are now complete.