How to change your password in USA Plants

Begin by going to the USA Plants log in screen: <u>https://ukrt.rs.uky.edu/USAPlants/SecurityLogin.aspx</u>

The log in screen should look like the image below.

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Logon / Register	User Name:* Password:* Login Change Password Af Other Options Register Forgot Password Forgot yor Retrieve if Frequently Asked Questions	ter Successful Logon. or access to the University of Kentucky Regulatory Services an Password? : Here!
	Home	

Follow the usual log in process. Add your user name and current password, making sure to check this box before selecting the "login" button. If for any reason your password is unknown, contact our office to reset it. You will be emailed a temporary password that will allow you to log on and update the password.

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Once you login you should find yourself on a page that looks like this:

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	USA	Plans		икAg
	Home	Programs	Reset Password	Logout
	Password Username: June Current Password New Password Confirm Password	Resetu Cavidond d 		
	College of A	griculture, Food, and Environment, Division of Reg	gulatory Services. Copyright @ 2014 University of	Kentucky, An Equal Opportunity University.
			Username: junecrawford	

Type in the <u>current password</u>, and your new password. Type the <u>new password</u> again in the "<u>confirm password</u>" box and click save.

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Home Programs A Reset Pass Avord Logout	
Password Reset	
Username: JuneCrawford	
Current Discussed	
New Password	
Confirm Password	
Save Back	
College of Agriculture, Food, and Environment, Division of Regulatory Services. Copyright @ 2014 University of Kentucky, An Equal Opportunity University.	
Username: junecrawford	

If the new password and the password you type in to confirm do not match, you will get an error box that looks like this:

Division of Regulatory Division of Regulatory USAplants	Programs rm Password .	▶ Reset Password	UKAg
Lorent Password New Password Reset Password Reset Password must equal confir Username: JaneCrawford Username: JaneCrawford New Password New Password	Programs rm Password .	Reset Password	UKAg
Home Password Reset The following validation errors occurred • New Password must equal Confin Username: JuneCrawford Current Password ************************************	Programs rm Password .		Logout
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New Password must equal Confin Username: JuneCrawford Current Password New Password	rm Password .		
Username: JuneCrawford Current Password 			
Confirm Password Password successfully updated. Save Back	!		
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		Username: junecrawford	

If you receive the error message, make sure the new password and what you have typed in the confirm password box match and try saving again.

Once the password has been successfully updated you will see a confirmation message.

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Home	Programs	Reset Password	Logout
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		Username: junecrawford	

You can access your account without logging out and signing back in with the new password by choosing "home" from this page

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Home <	Programs	Reset Password	Logout	
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Username: JuneCrawford				
Current Password UNEW Password Confirm Password Password successfully updu Save Back College of Agriculture,	sted.	ulatory Services. Copyright © 2014 University of H	Kentucky, An Equal Opportunit;	y University.
		Username: junecrawford		

. This will take you to the home screen for your account. The next time you log into your account you will use the new password.

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