

## Getting Started For Terminal Operations

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### CHANGE SMARTCARD PASSWORD

#### INTRODUCTION:

Each user can change his/her smartcard password at a CCASS terminal at any time. This section describes the procedures for changing smartcard passwords used to log onto CCASS.

#### Change Smartcard Password:

A participant user must initialise his/her smartcard and create a smartcard password (6 - 8 digits) when he/she first logs on CCASS through the CCASS terminal.

The password is confidential and should only be known by the user (not even HKSCC has access to it). It is recommended that users should change their passwords regularly, e.g. once a month.

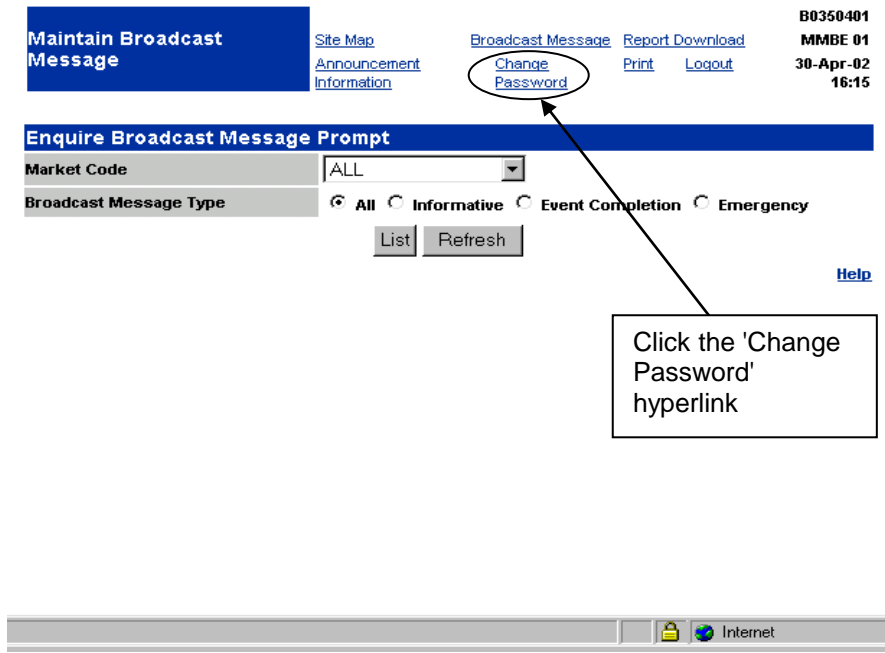
#### What to do if you forget your password:

If this happens, inform the delegated administrator (DA) as soon as possible and request the DA to assign a new smartcard password to you. Refer to section 8.4.7 for RESET SMARTCARD PASSWORD. It is recommended that you change this password immediately upon receiving it from the DA.

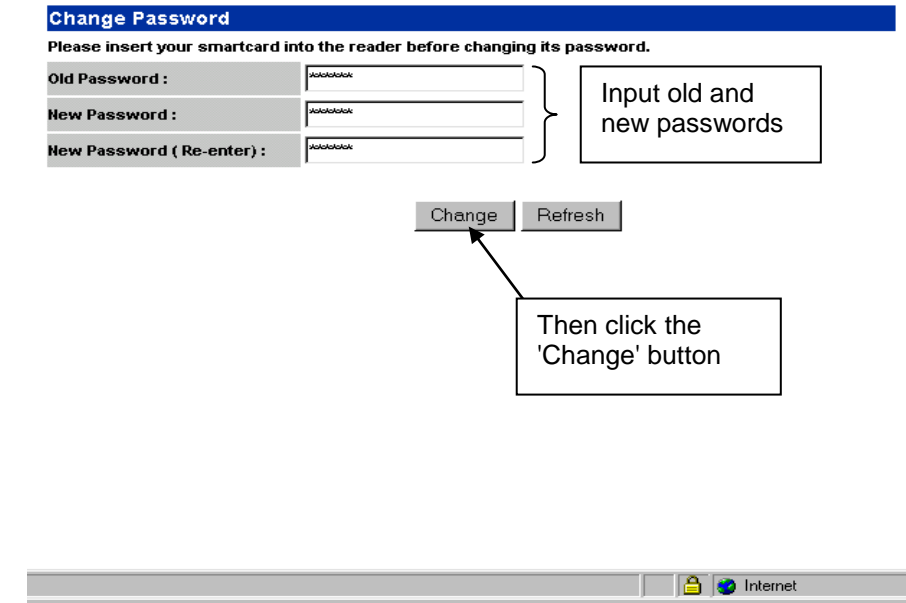
In case DA user forgets the user password, please complete and submit to HKSCC the form 'User Profile for Delegated Administrator (DA)' (as stated under "[Forms for HKSCC Participants](#)") to re-apply for a new password as HKSCC does not know the original password. The old password will be deleted and replaced with a new password by HKSCC. It is recommended that you change this new password, for security and confidentiality reasons.

Procedures to change a smartcard password:

- 1. Click the 'Change Password' hyperlink in the top frame of any CCASS screen



- 2. Input the old password once and the new password twice and click the 'Change' button.



3. A message 'Your smartcard password has been changed successfully' will be displayed.

