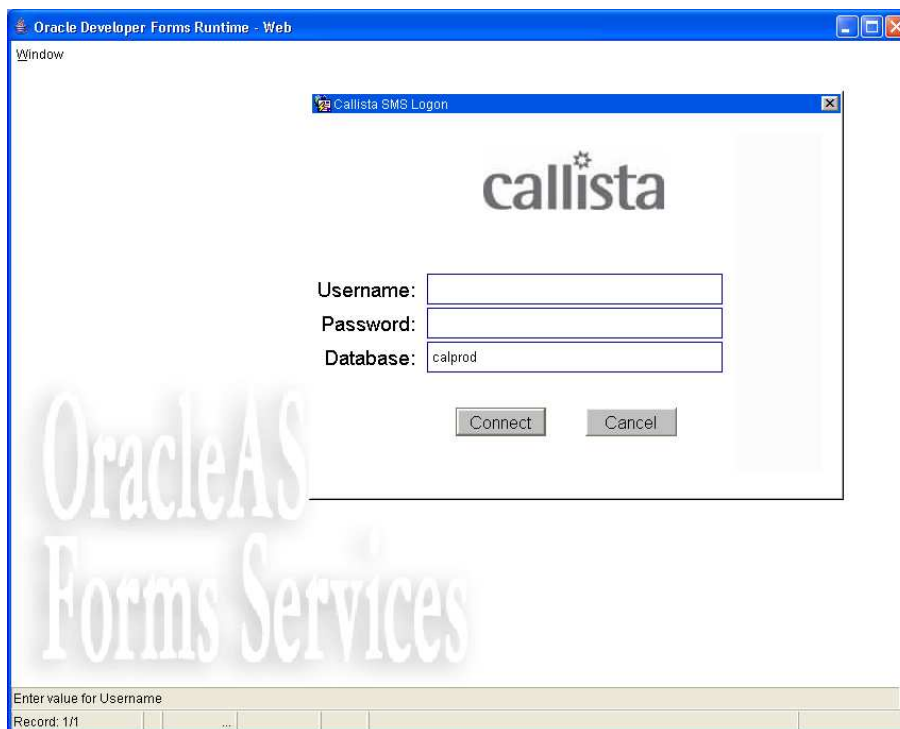


## How to change your Callista Password

Both Callista Forms users and Staff Connect users will need to change their Callista password from time to time – in particular, when they first start using the system.

You'll need to access Callista Forms in order to change your password – even if you don't normally use Callista Forms.

- Open an Internet Explorer.
- Enter the following URL <https://forms.connect.avondale.edu.au>. You will see a screen that looks like this (if you get a popup dialog asking you if you want to display both secure and unsecure data – click 'Yes')

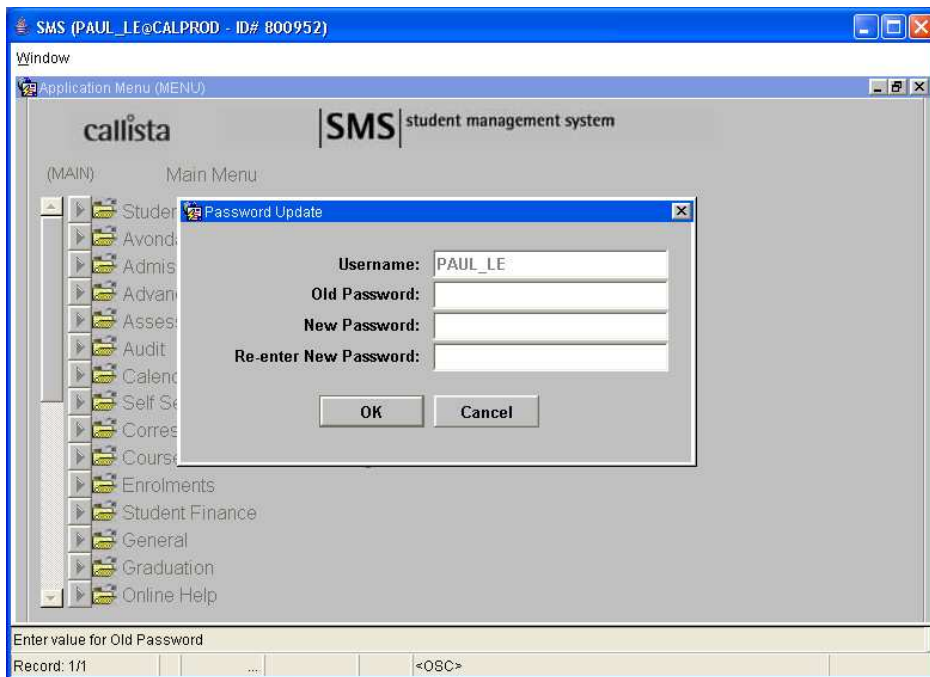


- Add this URL to your favourites (so you can find it again another day)
- Login to Callista using your username and current password (the one you were given to start with)

You'll see a screen that looks something like this:



- Click on the Action item on the top menu bar
- In the drop-down list that will be displayed, click on “Change Password” option
- A box will appear – like this:



- Follow the prompts by entering your current (old) password, and then your new password – and again, then click ‘OK’.
- Click on the ‘Action’ menu again and choose the ‘Exit Forms’ to close the Forms environment.

You're done!