

Resetting Your WebIntelligence Password

To have your WebIntelligence password reset, call DWS Security at 608-261-6827. They will give you a temporary password that you should use with your logon ID to get into the system. The system should take you to a Change Password screen to change that temporary password to the one you want to use for the next 90 calendar days for WebIntelligence.

You will not get any notification that your WebIntelligence password is about to expire. If you use an automated calendar such as Outlook, I recommend setting up a recurring appointment for yourself for every 85 days to update your WebIntelligence password.

In the future, to update your password, follow these steps:

- Log on to WebIntelligence
- Click on Options on the black bar on the left side of the screen
- Toward the upper right corner of the white area on your screen you will see the word 'Password'. Click on it.
- Fill in the fields, click on the Change Password button. You will see a message at the bottom of the screen confirming that your password has been changed.

Click on Corporate Documents on the black bar on the left side of the screen to continue in the system, or close the browser to exit.