

# Change Your OTM Password

Passwords are valid only for 120 days. You must change your password within the period to continue using Oracle Cloud services.

**Navigate to:** <https://otmgtm-a214174.otmgtm.us-phoenix-1.ocs.oraclecloud.com>

**Step 1** - Enter the appropriate information into the User ID field. Enter the User ID previously provided in an e-mail from oraclecloudadmin\_ww@oracle.com. Example: Test\_Supplier\_1@aafes.com

**Step 2** - Enter the appropriate information into the Password field. User will be prompted to change password upon initial login. Example: Newyear2025@

Cloud Infrastructure

ORACLE Cloud

a214174

Oracle Cloud Account Sign In

Identity domain ⓘ  
Default

User Name

Password

[Forgot Password?](#)

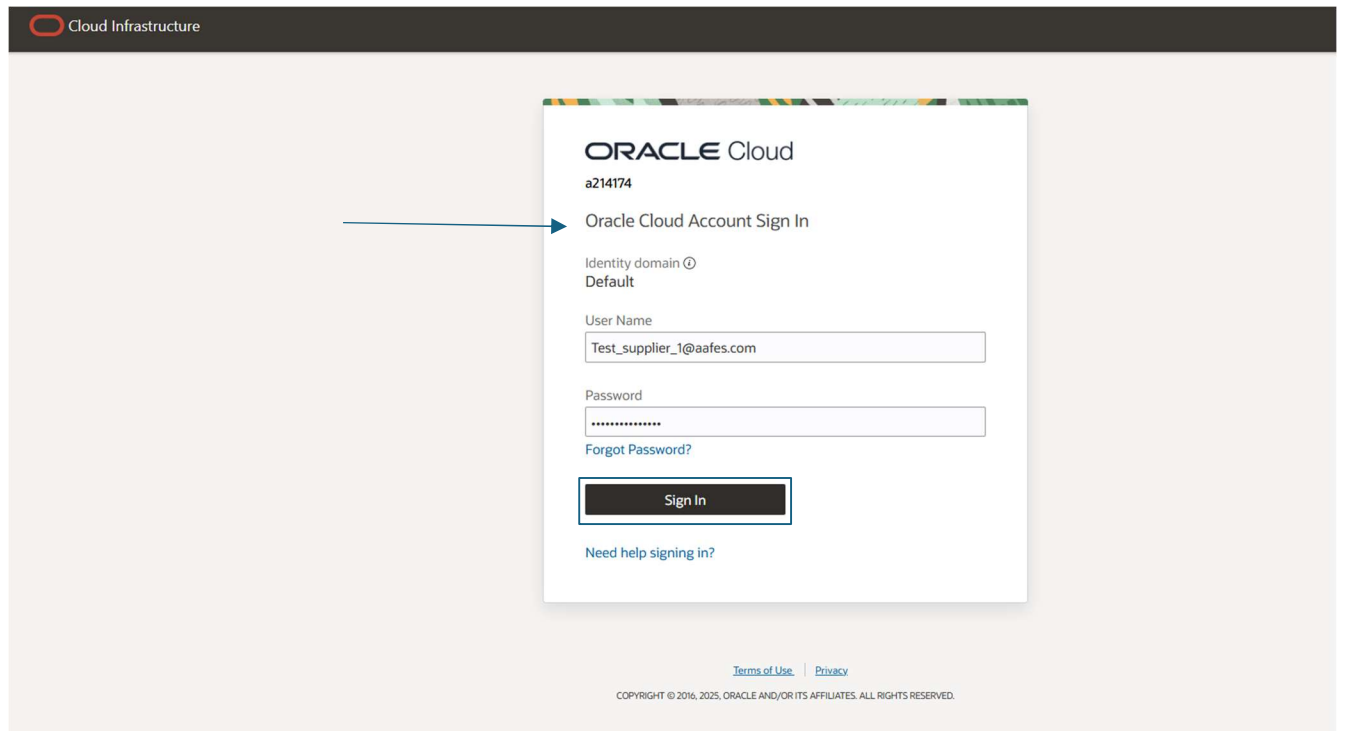
[Sign In](#)

[Need help signing in?](#)

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### Step 3 – Click the **Sign In** Button.



Cloud Infrastructure

**ORACLE** Cloud

a214174

Oracle Cloud Account Sign In

Identity domain ⓘ  
Default

User Name  
Test\_supplier\_1@aafes.com

Password  
\*\*\*\*\*

[Forgot Password?](#)

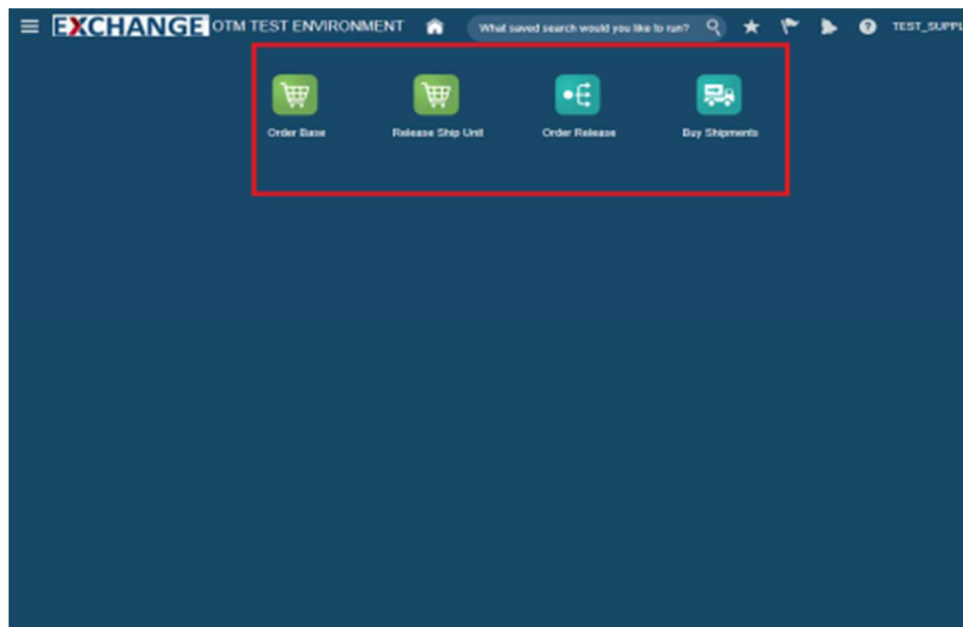
**Sign In**

[Need help signing in?](#)

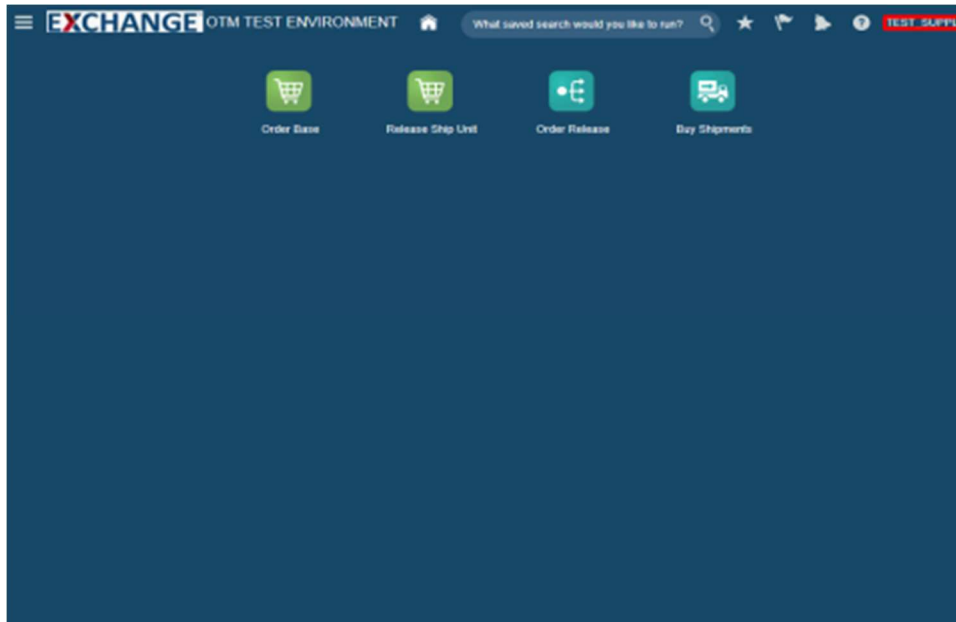
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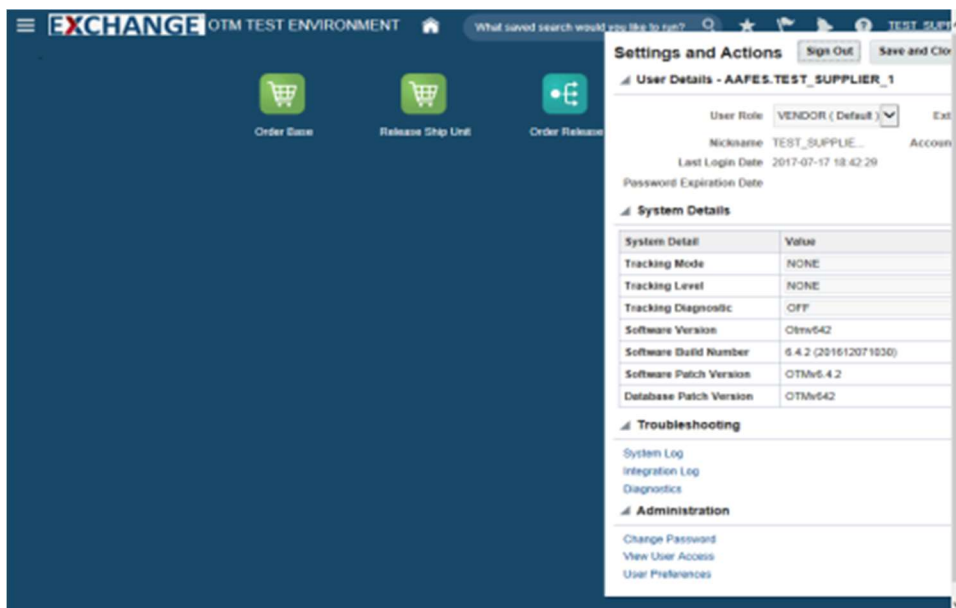
### Step 4 – Supplier home page is displayed. The next steps demonstrate how to log out of the OTM Cloud application.



**Step 5** – Click the **User ID** link. Example: [TEST\\_SUPPLIER\\_1@AAFES.COM](mailto:TEST_SUPPLIER_1@AAFES.COM)



**Step 6** – Settings and Actions pop up is displayed.



## Step 7 – Select Change Password

The screenshot displays the EXCHANGE OTM TEST ENVIRONMENT interface. On the left, there are three icons: 'Order Entry', 'Release Ship Unit', and 'Order Release'. The main content area is titled 'Settings and Actions' and shows details for user 'AAFES.TEST\_SUPPLIER\_1'. The 'User Details' section includes fields for User Role (VENDOR ( Default )), Nickname (TEST\_SUPPLIE...), Last Login Date (2017-07-17 18:42:29), and Password Expiration Date. The 'System Details' section is a table with the following data:

System Detail	Value
Tracking Mode	NONE
Tracking Level	NONE
Tracking Diagnostic	OFF
Software Version	OTMv642
Software Build Number	6.4.2 (201612071630)
Software Patch Version	OTMv6.4.2
Database Patch Version	OTMv642

The 'Troubleshooting' section includes links for System Log, Integration Log, and Diagnostics. The 'Administration' section is expanded, showing links for Change Password, View User Access, and User Preferences. A red arrow points to the 'Change Password' link.

**Step 8** – Enter your current password in the Old Password field. You can enter up to 128 characters. Enter a new password in the New Password field.

For password requirements, click Password Policy to expand the section and view the details.

**Password Policy:**

- Password must be at least 8 characters long.
- Password must contain at least 1 lowercase letter.
- Password must contain at least 1 numeric character.
- Password must contain at least 1 uppercase letter.

Reenter your new password in the Confirm New Password field. Click > update password

If updating your password failed, then the system displays an error message at the top of the page. Some common errors are:

- You entered your current password incorrectly.
- You entered a new password that doesn't meet the requirements.
- The value you entered in the Confirm New Password field doesn't match the value you entered in the New Password field.

## User Information

Note: Identity domain administrators can update First Name, Last Name and Email from the Users tab in My Services; these cannot be updated via My Profile.

First Name	TEST
Last Name	SUPPLIER_5
Email	test_supplier_5@aafes.com

## Change Password

User Name

AAFES.TEST\_SUPPLIER\_1

Old Password

Password

Retype Password

Update Password

If successful, you will see: Password updated successfully. You will also see the next time the current password will expire.

## Change Password

Current password will expire on 9-Jun-2021 3:26 PM CDT.

**Password updated successfully.**

\* Old Password

► Password Policy

\* New Password

\* Confirm New Password

Submit

Reset

**Thank you for reviewing the Change  
your OTM password!**

Should you require any assistance with  
this process, please contact:

ServiceNow at: <https://aafes.servicenow.com/csm>