

OA forced password modification manual

1. Log in to <http://sso.yapp.com> , enter the user name and password.



2. If you select OA system, you will directly jump to the password modification page. Set the new password as required (the password should be at least 10 characters long, including uppercase letters, lowercase letters and numbers)

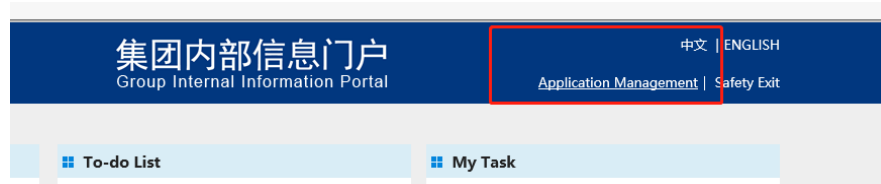
OK Cancel

| Password Maintenance | |
|--|--------------------------|
| <small>Please update the password for OA to protect the security of your personal information, for the inconvenience, please understand. The length of the new password cannot be less than 10, and it must contain numbers, uppercase letters and lowercase letters at the same time.</small> | |
| User Name : | wangsong |
| Current Password : | <input type="password"/> |
| New Password : | <input type="password"/> |
| Confirm Password : | <input type="password"/> |

3. click OK then log in to <http://sso.yapp.com> , modify the OA password on

the single sign on page.

- a. Select application management in the upper right corner .



- b. Select "OA" and click "modify account information".

| Application name | Account number | Automatic login | Account configuration | Whether external application | Whether or not CS | CS installation path configuration |
|------------------|----------------|-----------------|---|------------------------------|-------------------|------------------------------------|
| OA | lihua | YES | Modify account information Delete account | 无 | NO | No configuration |
| EDCS | lihua | YES | No configuration | 无 | NO | No configuration |
| SAP | NO | YES | Add account | 无 | YES | To configure |
| EQMS | NO | YES | Add account | 无 | NO | No configuration |

- c. Modify the application OA account password and enter the modified account password .

Modification application OA Account password

Account number: lihua

New password: (s)

Confirm password: (s)

4. Successfully modified OA password.