



QRG

How to change/reset password in ApexAnalytix



Supplier Quick Apps

Change Password



1 Username

2 Change Password

3 Preferences

- 1 Username**

Move your cursor over your username to activate the dropdown menu. This menu includes practical options like "Change Password," "Preferences," and "Log Out," which allows you to securely exit the system.
- 2 Change Password**

Should you need to update your password, hover over your username and click "Change Password". You will be prompted to input your current password and then enter the new password twice for confirmation. Be mindful of the password requirements displayed on the screen.
- 3 Preferences**

Hover over your username and select "Preferences". Preferences allow you to tailor Apex to your requirements by configuring settings such as the number of rows displayed in search results or enabling dark mode. Additionally, you can update your security answers that were established during the initial registration.

Supplier Quick Apps

Reset Password



Home Help Contact Us Powered by apexportal

1 Nataliaj Next

- 1 Username**
Enter your Username and click 'Next' button

Natalia Remember Me? Password Log In

2 Forgot your password?
First time user/Forgot username?

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- 2 Forgot your Password**
Should you need to reset your password, click "Forgot your Password?". You will be redirected to another page to submit the request

Supplier Quick Apps

Reset Password



The screenshot shows the Takeda Supplier Quick Apps interface for password reset. At the top left is the Takeda logo. Below it is a navigation bar with 'Home' and 'Help' (with a dropdown arrow). The main content area has a heading 'Please enter a valid login.' followed by a red circled '3'. Below this is a 'User Name:' label and a text input field, also enclosed in a red dashed box. Underneath is a CAPTCHA image showing the characters 'E O U P O' with a red circled '4'. To the right of the CAPTCHA are two icons: a speaker and a refresh button. Below the CAPTCHA is a text input field with the placeholder 'Enter the characters shown above.', also enclosed in a red dashed box. At the bottom right is a red 'Submit' button, enclosed in a red dashed box with a red circled '5'.

3 User Name
Enter your User Name

4 Enter the characters
Enter the characters mentioned above to confirm you are the human.

5 Submit
Click "Submit" so the email with link to reset your password will be sent.

Thank you!

