QRG
How to change/reset password in ApexAnalytix

Supplier Quick Apps
Change Password

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

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

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

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!