

QRG
如何在 ApexAnalytix 中更
改/重置密碼



供應商 快速應用程式 變更密碼



The image contains three numbered screenshots of the Takeda supplier portal interface:

- 1**: Shows the user menu dropdown with options: Change Password, Preferences, and Log Out.
- 2**: Shows the 'Change Password' form with 'Strong Password requirements' and input fields for Current Password, New Password, and Re-enter Password.
- 3**: Shows the 'User Preference' form with sections for 'User Preferences' (including 'Select Number of Rows to Display on a Search' and 'Enable Dark Mode') and 'Security Questions' (with five questions and 'Test' input fields).

1 用戶名

將滑鼠移到您的用戶名上以開啟下拉式選單。此選單包括「變更密碼」、「偏好設定」和「登出」等實用選項，可讓您安全地退出系統。

2 更改密碼

如果您需要更新密碼，請將滑鼠停在您的用戶名上並點擊“更改密碼”。系統將提示您輸入當前密碼，然後輸入兩次新密碼進行確認。請注意螢幕上顯示的密碼要求。

3 偏好設定

將滑鼠懸停在您的使用者名稱上並選擇「偏好設定」。偏好設定可根據您的需求自訂Apex；例如搜尋結果中顯示的列數或啟用深色模式...等。此外，您也可以更新在初始註冊期間建立的安全性答案。

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The screenshot shows the top section of the Takeda login page. On the left is the Takeda logo. In the center, there is a navigation menu with 'Home', 'Help', and 'Contact Us'. On the right, there is a text input field containing 'Natalia' and a red 'Next' button. A red dashed box and a circled '1' highlight the 'Next' button.

- 1 用戶名**
輸入您的用戶名並點擊“下一步”按鈕

- 2 忘記密碼**
如果您需要重設密碼，請按一下“忘記密碼？”，您將會被引導至另一個頁面以提交請求

(接續下一頁)

The screenshot shows the login form area. It includes a text input field with 'Natalia', a 'Remember Me?' checkbox, a text input field with 'Password', and a red 'Log In' button. Below the password field, there are two links: 'Forgot your password?' and 'First time user/Forgot username?'. A red dashed box and a circled '2' highlight the 'Forgot your password?' link.

供應商 快速應用程式 重設密碼



The screenshot shows the Takeda login interface. At the top left is the Takeda logo. Below it are navigation links for 'Home' and 'Help'. The main content area contains the text 'Please enter a valid login.' followed by a 'User Name:' label and an input field. Below the input field is a CAPTCHA image showing the word 'EQUPO' with a diagonal line through it and a refresh button. Underneath the CAPTCHA is another input field with the placeholder text 'Enter the characters shown above.' At the bottom right is a red 'Submit' button. Red dashed boxes and circled numbers highlight these elements: 3 points to the 'User Name' input field, 4 points to the CAPTCHA input field, and 5 points to the 'Submit' button.

3 使用者名稱
輸入您的使用者名稱

4 輸入驗證碼
依顯示的文字/數字輸入，以確認非AI操作。

5 提交
點擊“提交”，系統將發送包含重置密碼連結的電子郵件通知。

謝謝！

