

# How do I get a quick answer?

The screenshot shows the 'Access Online Web-based Training' interface. A yellow callout bubble points to the 'Get Started Using Access Online' window, with the text 'Click a topic link.' Another yellow callout bubble points to the 'User Guides' and 'Quick References' tabs, with the text 'Go to the *User Guides* or *Quick References* tab and click a document link.' The window contains a list of links such as 'Accounting Code Favorites', 'Add an Account', 'Approve a Statement', 'Cardholder-initiated Account Setup', 'Email Notification', 'Forgot Your Password', 'Icon Quick Reference', 'Navigation Basics', 'Online Registration', 'View a Cardholder Statement', and 'View My Account Profile'. There are also buttons for 'Go to Training', 'Finish and Go To My Learning Plan', and 'Add To My Learning Plan and Select More'.

The screenshot shows the 'Reset Your Password Quick Reference' document. A yellow callout bubble points to the document content, with the text 'The document opens in a new window.' The document includes a 'Login' section with a 'New Password' form. The form has fields for 'User ID', 'Organization Short Name', 'Enter New Password', and 'Re-enter New Password', along with a 'Save' button. A 'Forgot your password?' link is also visible. The document is annotated with numbered red circles: 1 points to the 'Forgot your password?' link, 3 points to the 'Enter New Password' field, and 4 points to the 'Save' button. Below the form, there are instructions: '3. Type a new password two times.' and '4. Click Save.' A 'Tip!' section states: 'Passwords must be 8-20 alphanumeric characters, with at least one letter and one number. You cannot reuse a password for 12 months.'

# Access® Online: Get a Quick Answer *Quick Reference*

