

CBAT Job Aide #8

How to Reset your User Password in the CBAT Production System

This Job Aide will provide the USER with the tools necessary to “Reset their CBAT password”..

TIP:



To log on to the CBAT Production system, you need to be sure you are using one of the following web browsers

- Google Chrome
- Edge
- Fire Fox.

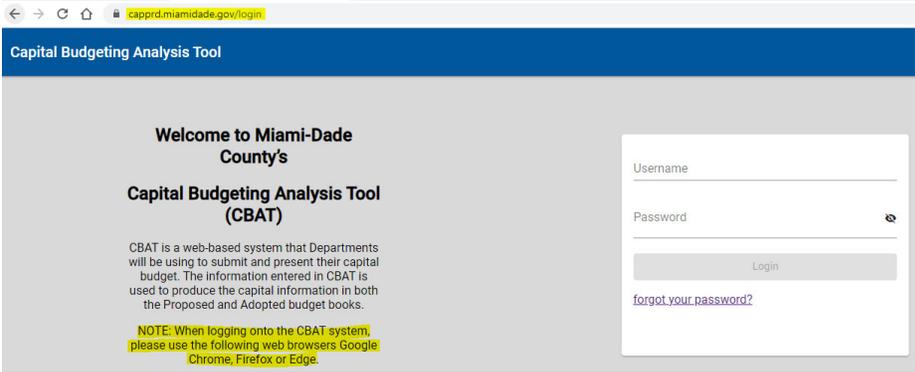


IMPORTANT:

In order to log on to the CBAT system, you need to have security access.

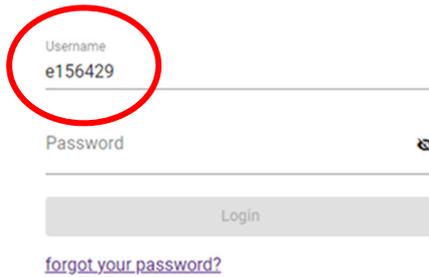
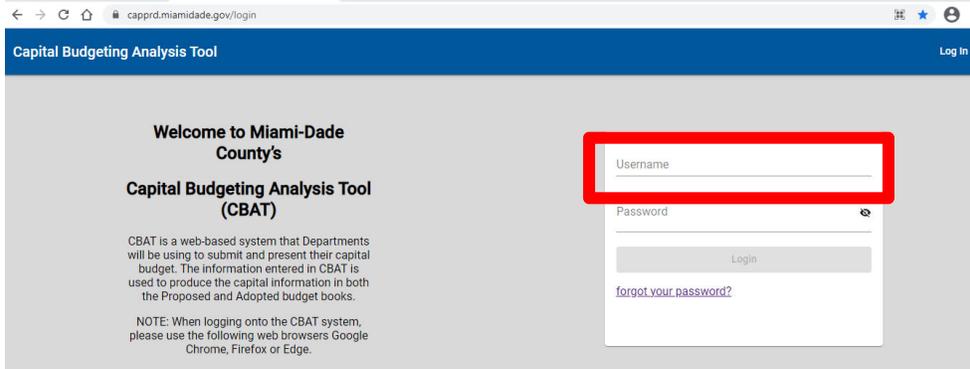
To get security access to the CBAT system, please refer to **Job Aide #7 – How to Request USER Access to the CBAT Production System**

Step	Action
1.	<p>If you have forgotten your USER password for the CBAT system simply log on to the CBAT Production site</p> <p>https://capprd.miamidade.gov/login</p> <p>The correct capital link is easily identified by looking at the first six letters</p> <p>cap = capital prd = production</p> <p>https://capprd.miamidade.gov/login</p>

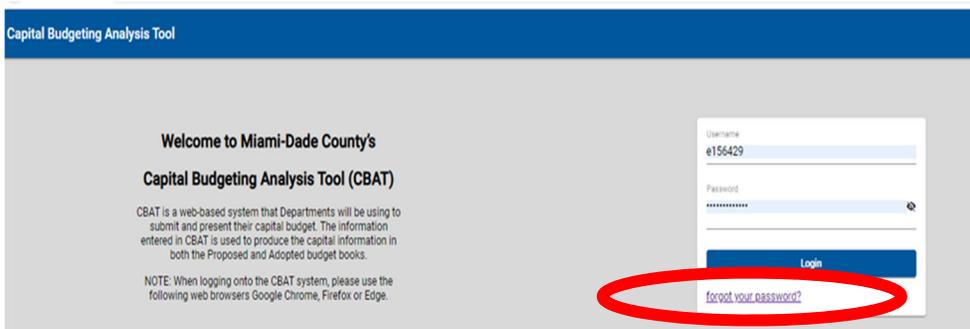
Step	Action
2.	<p>When logging on to the CBAT Production system, please remember you should be using either Google Chrome, Edge and/or Fire Fox as your web browser.</p> <p>The CBAT Production system is not supported on Internet Explorer.</p> <p>Please be advised that the County will no longer be supporting Internet Explorer as web browser.</p>  <p>TIP: 😊 Should your web browser be pointing to Internet Explorer, simply clip and copy the link – open either Google Chrome, Edge and/or Fire Fox and paste the link in</p>

Step	Action
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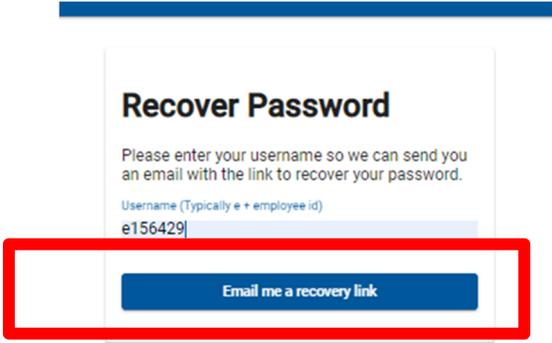
3. Next, type in your eKey # on the "Username" line

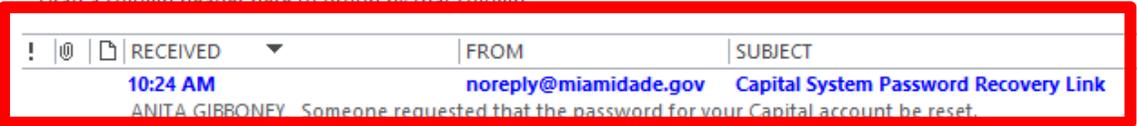


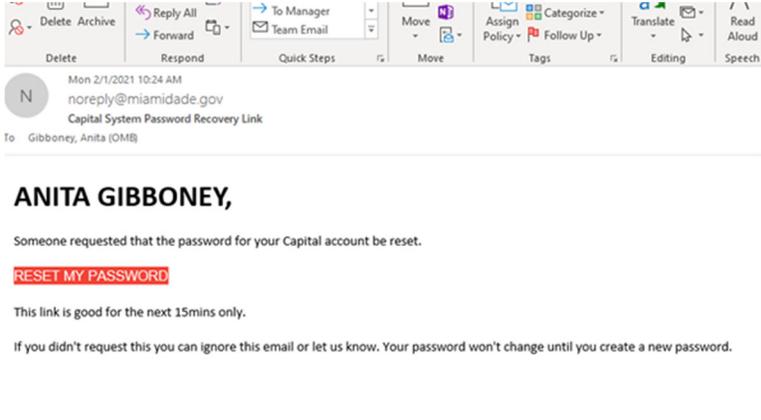
4. Next, click on the "forgot your password" icon and you will be redirected to the "Recover Password" section

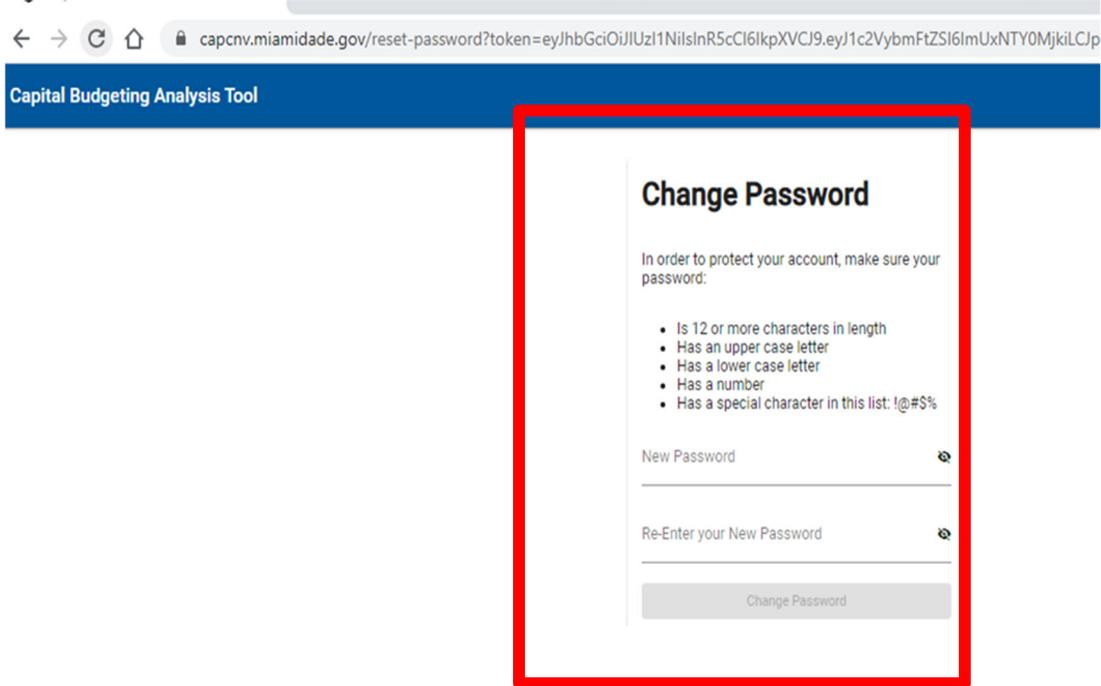


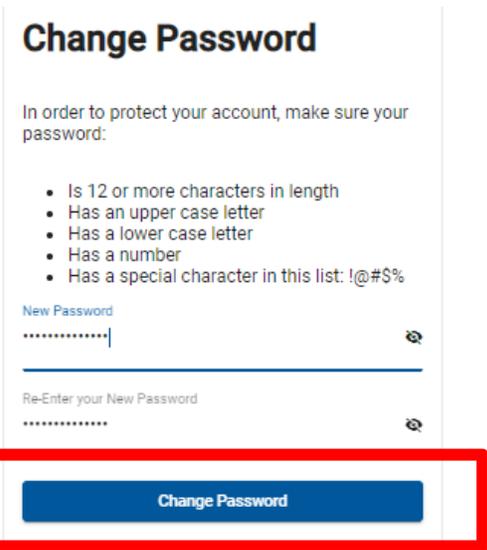
Step	Action
5.	<p>Next, type in your employee eKey # in the “Username” section indicated below</p> <div data-bbox="440 436 1019 877"><h3>Recover Password</h3><p>Please enter your username so we can send you an email with the link to recover your password.</p><p>Username (Typically e + employee id)</p><input type="text"/><p>Email me a recovery link</p></div> <div data-bbox="448 953 1027 1356"><h3>Recover Password</h3><p>Please enter your username so we can send you an email with the link to recover your password.</p><p>Username (Typically e + employee id)</p><p>e156429</p><p>Email me a recovery link</p></div>

Step	Action
6.	<p>Next, CLICK on the “Email me a recovery link” icon</p> 

Step	Action
7.	<p>Within a few minutes you will see an email like the following below in your County Outlook Inbox</p> 

Step	Action
8	<p>Next, open the email</p> 

Step	Action
11	<p>If you are in Google Chrome, Fire Fox and/or Edge you should see the following message</p>  <p>below</p>

Step	Action
12	<p>Follow the directions provided in creating your new USER password.</p> <p>When you have entered your new USER password correctly twice in the system the “Change Password” icon will turn blue</p> 

Step	Action
13	<p>To see your password, CLICK on the icon below</p> <div data-bbox="240 338 680 863"><h3>Change Password</h3><p>In order to protect your account, make sure your password:</p><ul style="list-style-type: none">• Is 12 or more characters in length• Has an upper case letter• Has a lower case letter• Has a number• Has a special character in this list: !@#\$\$%<p>New Password </p><hr/><p>Re-Enter your New Password </p><p>Change Password</p></div>

Step	Action
14	<p>Next, CLICK on the “Change Password” icon to complete the process and you will be redirected back to the CBAT Production system</p> <div data-bbox="240 1142 680 1688"><h3>Change Password</h3><p>In order to protect your account, make sure your password:</p><ul style="list-style-type: none">• Is 12 or more characters in length• Has an upper case letter• Has a lower case letter• Has a number• Has a special character in this list: !@#\$\$%<p>New Password </p><hr/><p>Re-Enter your New Password </p><p>Change Password</p></div>

- **Activity Ends** --