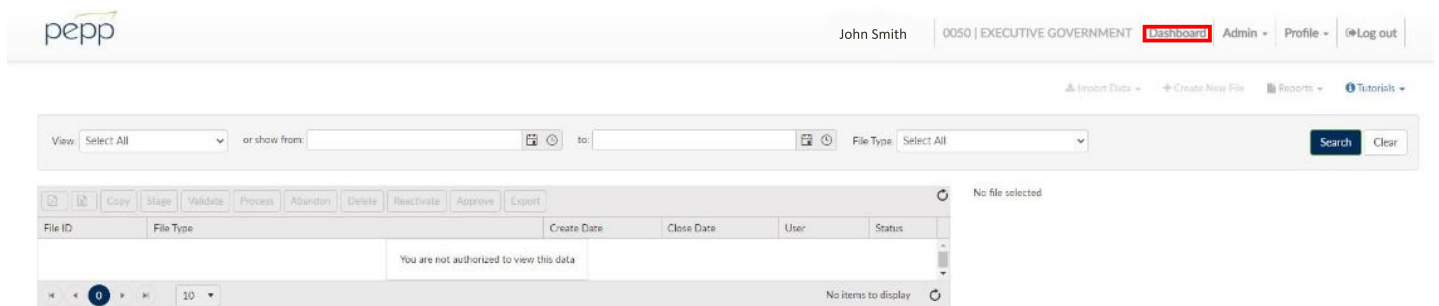# Quick Steps

First Time Log-in:

1. Enter your user specific credentials sent to you by PEPP into the **Username** and **Password** fields. Tip: Forgot your password/Forgot your username? will be unavailable until you have first changed your password and upadted your security questions.

2. Click **Log in**.

3. Change your password and set up your security questions.

Dashboard:

Once you log in, you will be in the PLANet Dashboard. This is your Employer Web "Homepage." To return here at any time, click the Dashboard tab on the top right of the web page.

Change Your Password:

1. From the Dashboard's main menu along the top of the window, click **Profile**.

2. Choose **Change Password**.

3. Enter your current password (the one sent to your email) and your new password twice to confirm.

4. Click **Submit** to save your changes.

Set Up Your Security Questions (If you forget your Username or Password):

1. From the Dashboard's main menu along the top of the window, click **Profile**.

2. Choose **Security Questions**.

3. Choose three questions and answer each in the provided text box.

4. Tip: Answers are case- and space-sensitive.

5. Click **Submit** to save your changes.

6. Tip: Forgot your password?/Forgot your username? on the Log-in screen are now available.