

# Initial User Login Guide

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## Initial User Login

The first time a user logs in to HP Connect they must complete the following steps to update their account.

1. Sign in with your user ID and password.
2. On the next screen, *Terms and Conditions* will appear, click **Accept**.
3. In the *Account Information Update Required* screen, enter a new password and select three security questions. Security questions are used to access your account for user id and password reset requests.

**Figure 18: Account Information Update Required Screen**

### Account Information Update Required

Please change your password

**New password**

Password must contain at least 6 character(s).  
Password cannot contain your user name.  
Password cannot contain your First or Last Name.  
You cannot re-use passwords previously used.

**Confirm new password**

Please select new security questions

**Security question 1**

Select a security question from the options included in the drop-down menu.

**Security answer 1**

Your answer may not contain your username.

**Security question 2**

Select a security question from the options included in the drop-down menu.

**Security answer 2**

Your answer may not contain your username.

**Security question 3**

Select a security question from the options included in the drop-down menu.

**Security answer 3**

Your answer may not contain your username.

**Submit**

4. Click **Submit**. Users are re-directed to the *Home* screen.