

Worcestershire Children First Placements Provider Portal Guidance

Changing Password and Security Code

Changing your Password

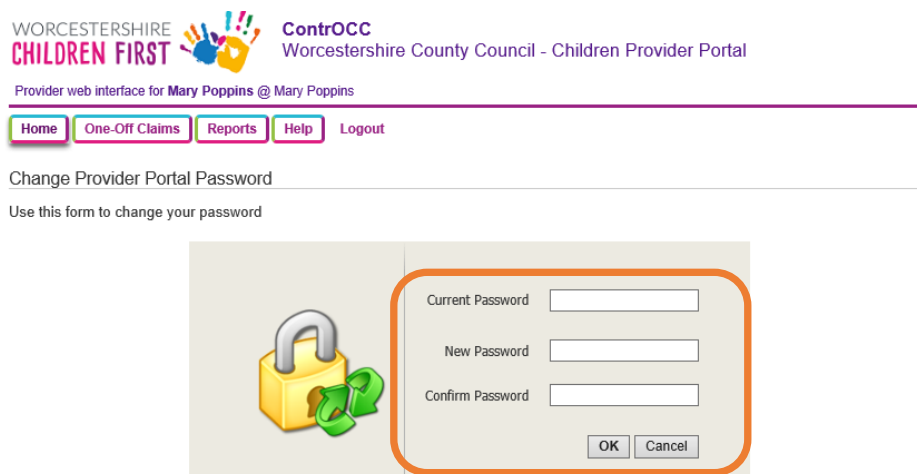
When logged into the WCFPPP you can change your existing password.

It is strongly advised that you change your password from the temporary one supplied when you first log in. It is also recommended that your password is changed periodically thereafter.

Click on link *Change Password*



Enter your current password, and new password in the short form, and click *OK* to complete the process



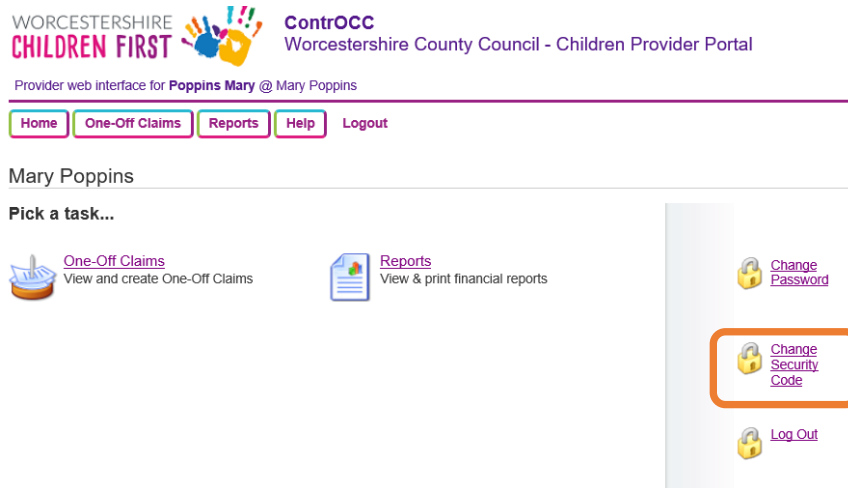
A message will appear at the bottom of your screen to signify that your password has been successfully changed.

Click on *Home*, or one of the other banner options to continue using the portal.



Changing your Security Code

When first logging into the WCFPPP you will have set your security code. It is recommended that you change this periodically.

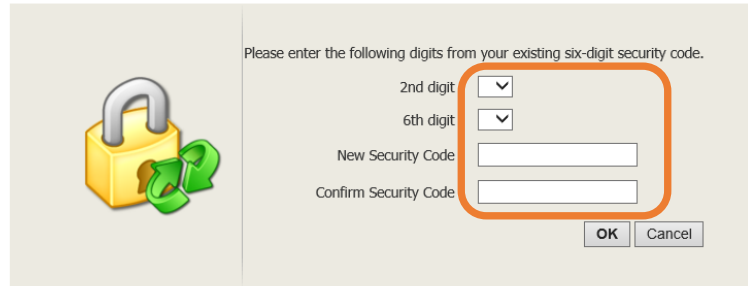


You will be presented with the screen to change the security code.

Enter the two numbers requested from your current security code and then choose your new code.

Click on to confirm

Change Security Code



Your security code must follow these rules:

- Exactly 6 digits
- Only 0-9
- Must be different from the previous security code
- No digit appears more than 4 times
- No sequences of more than three consecutive digits up or down (e.g. security codes containing 1234 or 4321 are not allowed)

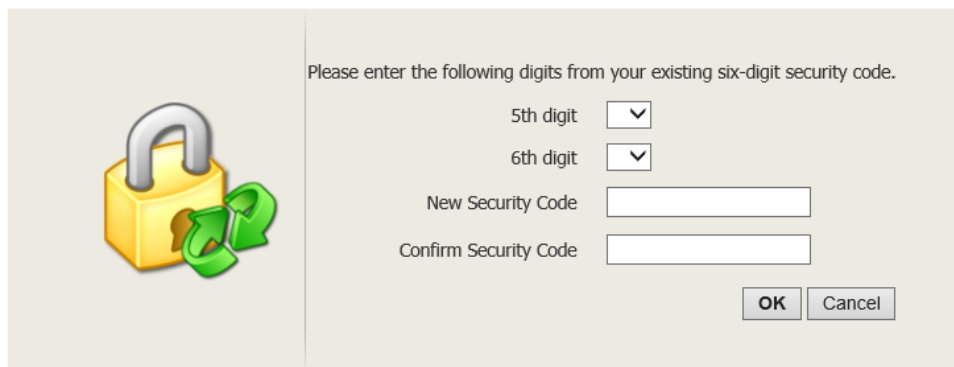
When it has been completed you will see a message below to confirm its success

Click back on Home to return to your home page

Provider web interface for **Poppins Mary** @ Mary Poppins

[Home](#) [One-Off Claims](#) [Reports](#) [Help](#) [Logout](#)

Change Security Code



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Your security code has been changed.