Manage Your Metastorm Business Process Management (MBPM) Account Password
and
Email Address

Updated: December 2014

Note: Metastorm BPM users are now able to switch their login method to USDA eAuthentication, eliminating the need to maintain your BPM password. For instructions on performing this task, please follow this LINK

If you have changed your login method to eAuthentication, you no longer need to change your Metastorm password.

The following instructions refer to changing user passwords and email addresses in Metastorm BPM, formerly known as Metastorm e-Work. There are two methods you can use to change your password and email address information. The methods are described below. A person can change both the password and email in one form completion or simply change either the password or email address only.

1) Once you have logged into Metastorm through the TechCenter website ("Login to PRODUCTION server (i.e. eForms"), you can change your password from the Metastorm Administration Forms icon.

> ➢ Open your Internet Explorer browser.
>> o Go to the web address: http://techcenter.aphis.usda.gov/ework/
> ➢ Log into the "Production server"
>> o Enter your Metastorm login and password.
> ➢ Click on the Administration Forms icon.
> ➢ Locate the process to manage Metastorm user account:
>> o Select the "User Acct and Mgmt" Group.
>> o Select the "Manage Metastorm User Acct", "User Password and Email Utility" (see Diagram 1).
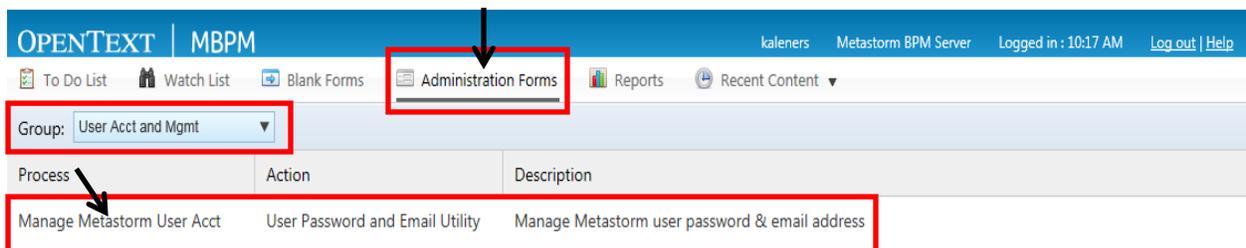

Diagram 1. Metastorm Administration menu interface

Steps to change your password:
> o Click the "Change Metastorm account password" check box. (Diagram 2)
> o Enter your new password.
> o To submit and save change, click the "OK" button in the bottom right corner of the form.

Steps to change your email address:
> o Click the "Update email address" check box. (Diagram 2)
> o Enter your new email address.
> o To submit and save change, click the "OK" button in the bottom right corner of the form.

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Metastorm User **Password and Email Address**

User Name | kleners
Email address | kleners@aphis.usda.gov

☑ Click to change Metastorm account password
New password [ ]

Password Rules

1) Must be at least 12 characters long
2) Must contain at least 1 letter, 1 number, and 1 special character
   Special characters include dollar sign ($), pound sign (#), and underscore (_)
3) Must not match any of the previous 24 passwords
4) Password may be changed only once in a 24-hour period

☑ Click to update email address
New Email Address [ ]

Diagram 2. Metastorm Password and Email Address change form

2) You may change your password and email address via the following web address.

- ➢ Open your Internet Explorer browser.
- ➢ Go to the web address:
  - o https://bpm.aphis.usda.gov/Metastorm/eForm.aspx?Map=Manage_Metastorm_User_Acct&Client=External&Action=User_Password_and_Email_Utility&ForceLogin=True

Steps to change your password:
- o Click the "Change Metastorm account password" check box. (Diagram 2)
- o Enter your new password.
- o To submit and save change, click the "OK" button in the bottom right corner of the form.
  - ▪ If dialogue box displays, answer "yes" to close.
- o Close web browser.

Steps to change your email address:
- o Click on "Update email address" check box. (Diagram 2)
- o Enter your new email address.
- o To submit and save change, click the "OK" button in the bottom right corner of the form.
  - ▪ If dialogue box displays, answer "yes" to close.
- o Close web browser.