

This Quick Reference Guide (QRG) will show Subcontractors, External Consultants, and Owners/Tenants how to change or reset their password in iTWOcx using the mobile application.

Change a Password

If your current iTWOcx password is known, however you want to change it.

1. Click on the Project Tools **cog** icon.
2. Click on **Contact Details**.



3. Scroll down until you see the **Password** and **Confirm** fields.
4. Enter your **new password** into both fields.
5. Click **Save** to apply the changes.

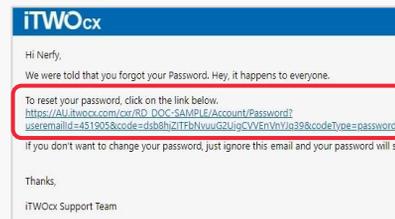
Reset a Password

If you forgotten your password, you can reset it.

1. Go to your login page and click on **Forgot Your Password**.
2. Enter your **iTWOcx Email Address** and click **Reset Password**.



3. An email will be sent to your Inbox from iTWOcx to reset your password. Click on the **link**.



4. The link is directed to the iTWOcx **Reset Password** screen.
5. Enter and Confirm a new password and click **Continue**.



You will be logged straight into the iTWOcx project with the new password.

Steps Complete