



## QRC - Changing your Password

### About this Card

This QRC provides instructions specifically for changing your password in the Subcontract Labor Incurred Cost System (SLICS).

### Changing your Password

1. Log into SLICS using URL: <https://leidos.unanet.biz/leidos/action/home>
2. Enter your username and password.
3. Click on the Preferences Link in the upper right hand corner of your screen.
4. Click the Profile link located on the left menu.
5. Click on the Password tab.
6. Enter your current password in the "Current Password" field
7. Enter your new password in the "New Password" field
  - a. New password must meet the following criteria (Minimum of 8 characters including at least 1 capital letter and 1 number). Special characters aren't necessary.
8. Re-enter your new password in the blank field to confirm your password
9. Click Save, the screen will refresh back to being blank, but the Last Updated value will now be current

The screenshot shows the 'Preferences - Profile' page with the 'Password' tab selected. It contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. A 'Save' button is located below the fields. A note indicates '\* Indicates required field'. The page also shows a 'Last updated' timestamp of 4/3/2013 2:28 PM and a footer note: 'Approved for use by SAIC-National Security Sector - Logged in as Robert Redford (ri\_redford)'.

10. Log into SLICS with your new password.