



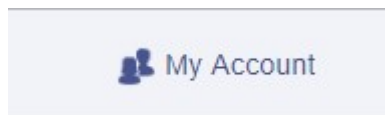
QRC - Changing your Password

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 My Account Link in the upper right hand corner of your screen and then click Preferences.



4. Click on Password.
5. Enter your current password in the "Current Password" field
6. Enter your new password in the "New Password" field
 - a. New password must meet the following criteria (Minimum of 12 characters including at least 1 capital letter and 1 number). Special characters are allowed but not necessary.
7. Re-enter your new password in the blank field to confirm your password
8. Click Save. If your password update was successful, you will see the message "Preferences were saved."

Preferences – Profile

Profile Roles Time Expense **Password**

Preferences were saved.

Current Password:

New Password:

Confirm Password

* Indicates required field

Save

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9. Log into SLICS with your new password.