

User Guide: Change Password for eSOMS Admin / User Accounts

eSOMS System Admin: Login via eSOMSPass

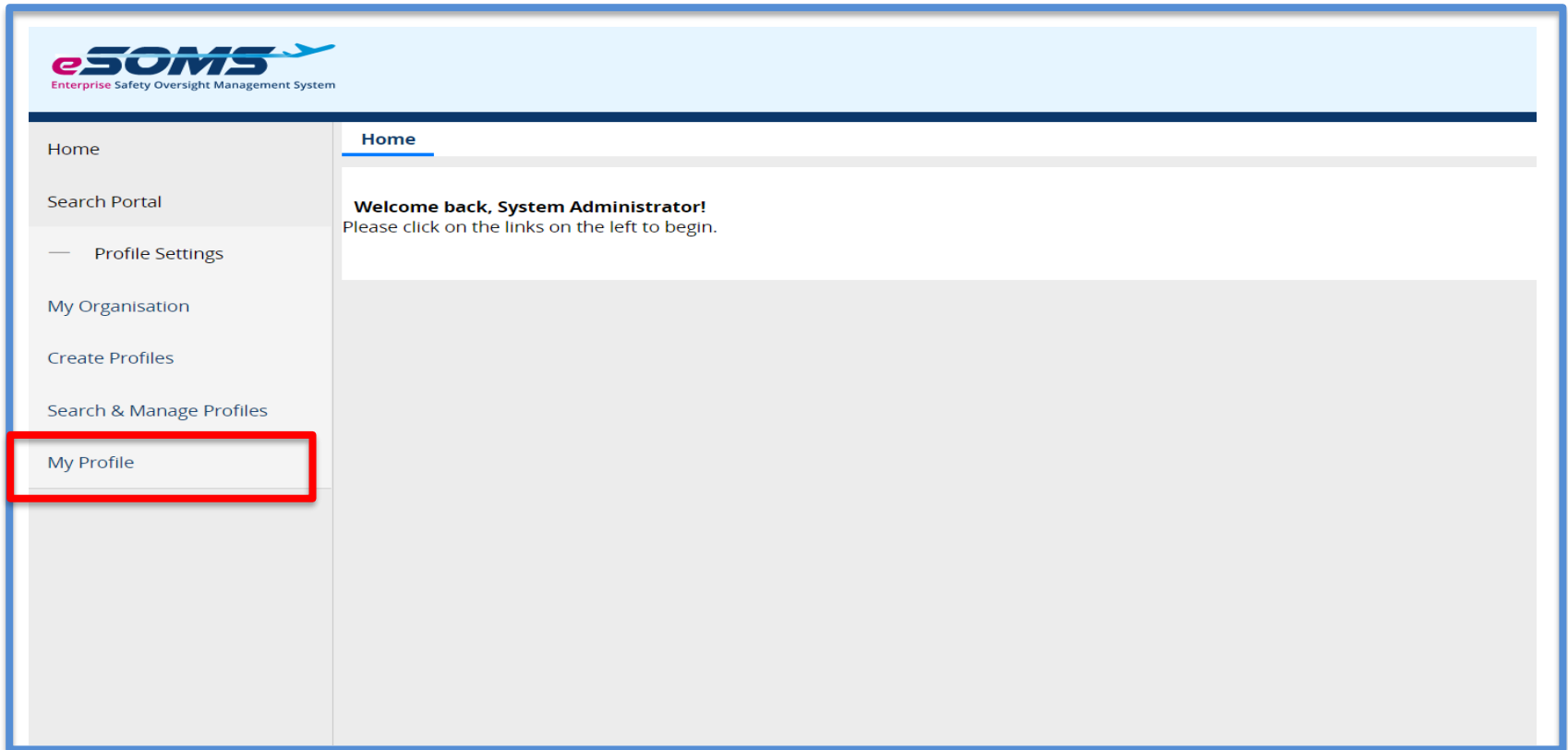
Step 1: Select eSOMSPass Login method

The screenshot displays the CAAS eSOMS website interface. At the top left is the CAAS logo with the tagline "Civil Aviation Authority of Singapore" and "Enabling opportunities through aviation". At the top right is the Singapore Government logo with the tagline "Integrity · Service · Excellence" and navigation links for "CONTACT US", "SITEMAP", and "CAAS CORPORATE SITE". A search bar is present with the text "Within CAAS eSOMS" and "Enter keyword here". A navigation menu includes "Home", "About eSOMS", and "Help". A maintenance notice states "Weekly Maintenance hours (Singapore time): Wed & Fri 6:00pm - 9:00pm".

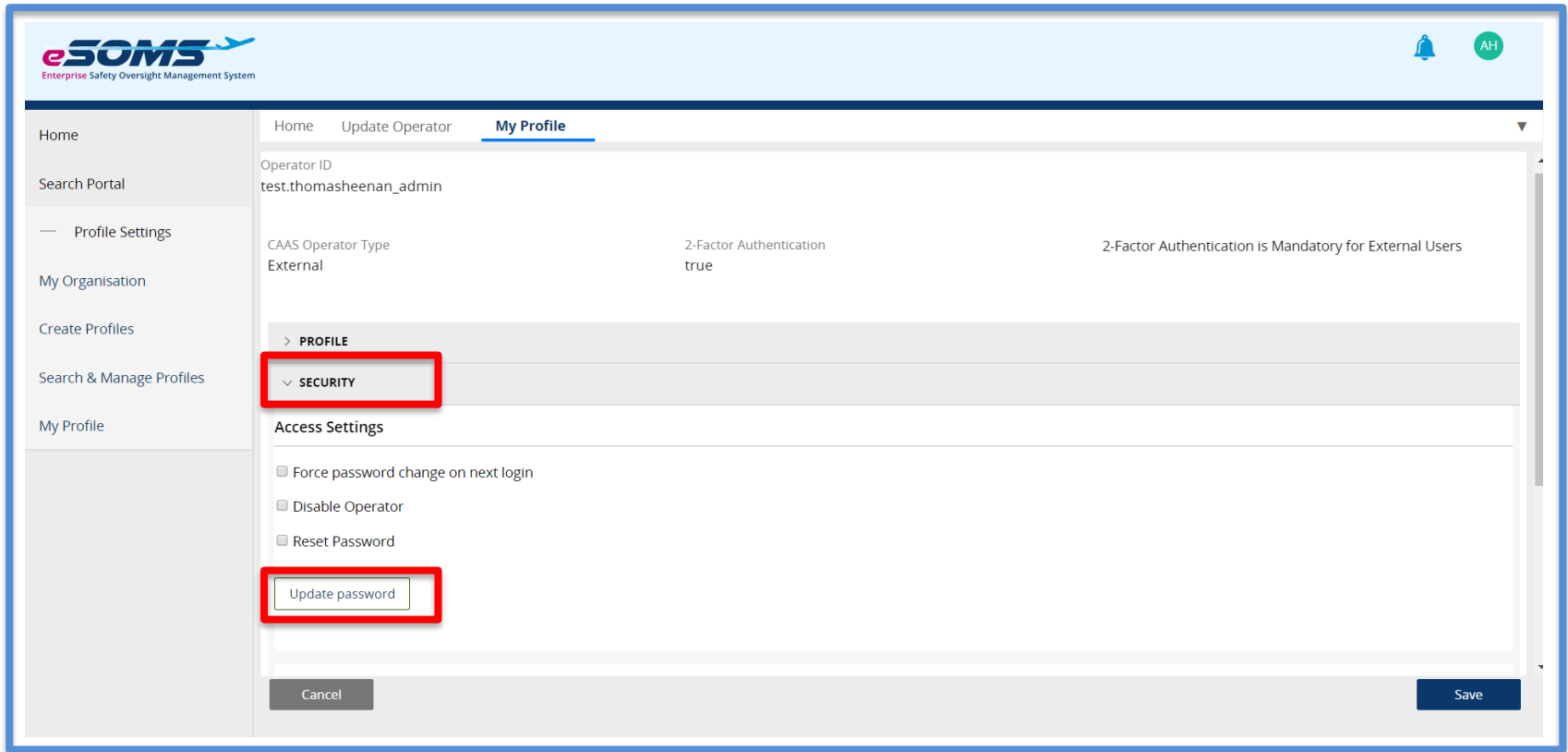
The main content area is divided into three sections:

- New to eSOMS? I want to...**
 - Apply for Approval/Permit**: Ready to apply for an approval/permit? Submit your application here.
 - Submit Enquiry**: Not sure what approval/permit to apply for? Submit your enquiry here.
- Quick Links**
 - Make Payment**: Have an outstanding invoice or payment advice? Click here to make payment.
 - View Approval/Permit Holders**: Click here to view approval/permit holders.
- Welcome to eSOMS Enterprise Safety Oversight Management System**
 - For existing account holders, please login using one of the following methods:
 - SingPass Login
 - CorpPass Login
 - eSOMSPass Login** (highlighted with a red box)
 - More information on login methods here.

Step 2: Once logged on to homepage, select 'My Profile' under 'Profile Settings'



Step 3: Scroll down to 'Security' drop-down tab and select 'Update Password'



Step 4: Input New Password and select 'Submit'

The screenshot shows a web application interface for user management. The main page is titled "My Profile" and has a navigation menu with "Home", "Update Operator", and "My Profile". The "My Profile" section is expanded, showing "External" status and "true" for a certain attribute. Below this, there are sections for "PROFILE", "SECURITY", "Access Settings", and "Access Group".

The "Access Settings" section includes three checkboxes: "Force password change on next login", "Disable Operator", and "Reset Password". There is an "Update password" button below these.

The "Access Group" section shows "Access Group External" with a dropdown menu set to "Org Administrator" and a "Cancel" button. To the right, "User Portal" is set to "External User - Org Admin" with a "Save" button.

A modal dialog box titled "Change Operator ID Password" is open in the center. It contains three input fields: "Old Password", "New Password", and "Confirm New Password". At the bottom of the dialog are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red rectangular box.

Step 5: Upon successful submission, a reminder to 'Save' your changes will appear.

The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface. The top navigation bar includes the eSOMS logo and a user profile icon labeled 'AH'. A left-hand sidebar contains menu items: Home, Search Portal, Profile Settings, My Organisation, Create Profiles, Search & Manage Profiles, and My Profile. The main content area is titled 'Update Operator' and features a 'Update password' button. Below this, the 'Access Group' section shows a dropdown menu set to 'Org Administrator'. A modal dialog box titled 'Change Operator ID Password Message' is centered on the screen, containing the text 'Please click "save" to proceed to change your password.' At the bottom of the page, a green banner also displays the same message, with 'Cancel' and 'Save' buttons positioned on either side.

Step 6 (Final): Select 'Save' first, and ensure that the system has successfully updated changes as notified in green.

The screenshot displays the eSOMS (Enterprise Safety Oversight Management System) interface. The top navigation bar includes the eSOMS logo and a user profile icon labeled 'AH'. The left sidebar contains navigation options: Home, Search Portal, Profile Settings, My Organisation, Create Profiles, Search & Manage Profiles, and My Profile. The main content area is titled 'Update Operator' and shows the following details:

- Operator ID: test.thomasheenan_admin
- CAAS Operator Type: External
- 2-Factor Authentication: true
- 2-Factor Authentication is Mandatory for External Users: true

Below these details is a section titled 'PROFILE' with a sub-section 'Contact Information'. This section includes a profile picture upload area with a 'Choose File' button and 'No file chosen' text, and an 'Upload Image' button. There is also a 'Salutation' dropdown menu currently set to 'Mr'. Below the salutation are input fields for 'First name' and 'Last name', both marked with a red asterisk to indicate they are required. At the bottom of the form are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red rectangular border. A green notification banner at the top of the main content area states: 'Profile has been updated successfully.'

eSOMS User: Log on to CorpPass site

Refer to User Guides from CorpPass on how to Change Password

1. Link to CorpPass User Guides:
<https://stg-home.corppass.gov.sg/corppass/common/userguides>
2. Select 'Managing your CorpPass Account Details' to access guide to Change Password