

User Guide: Change Password for eSOMS Admin / User Accounts

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 "Enabling opportunities through aviation". At the top right is the Singapore Government logo with the tagline "Integrity · Service · Excellence". Below the government logo are links for "CONTACT US", "SITEMAP", and "CAAS CORPORATE SITE". A search bar contains the text "Within CAAS eSOMS" and "Enter keyword here". A navigation bar 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:

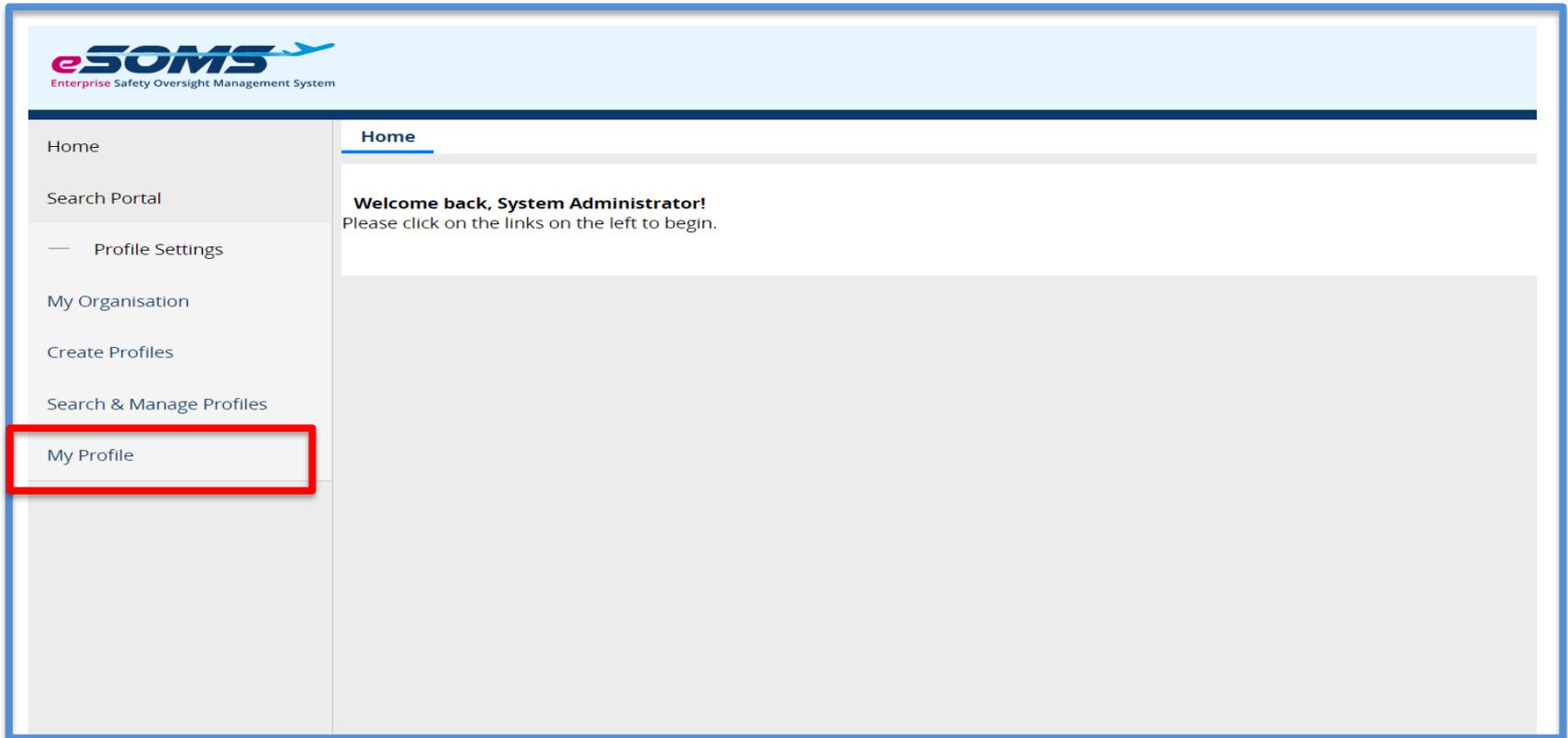
- New to eSOMS? I want to...**
 - Apply for Approval/Permit**: Ready to apply for an approval/permit? Submit your application here.
 - Submit Enquiry**: Not sure what approval/permit to apply for? Submit your enquiry here.
- Quick Links**
 - Make Payment**: Have an outstanding invoice or payment advice? 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:

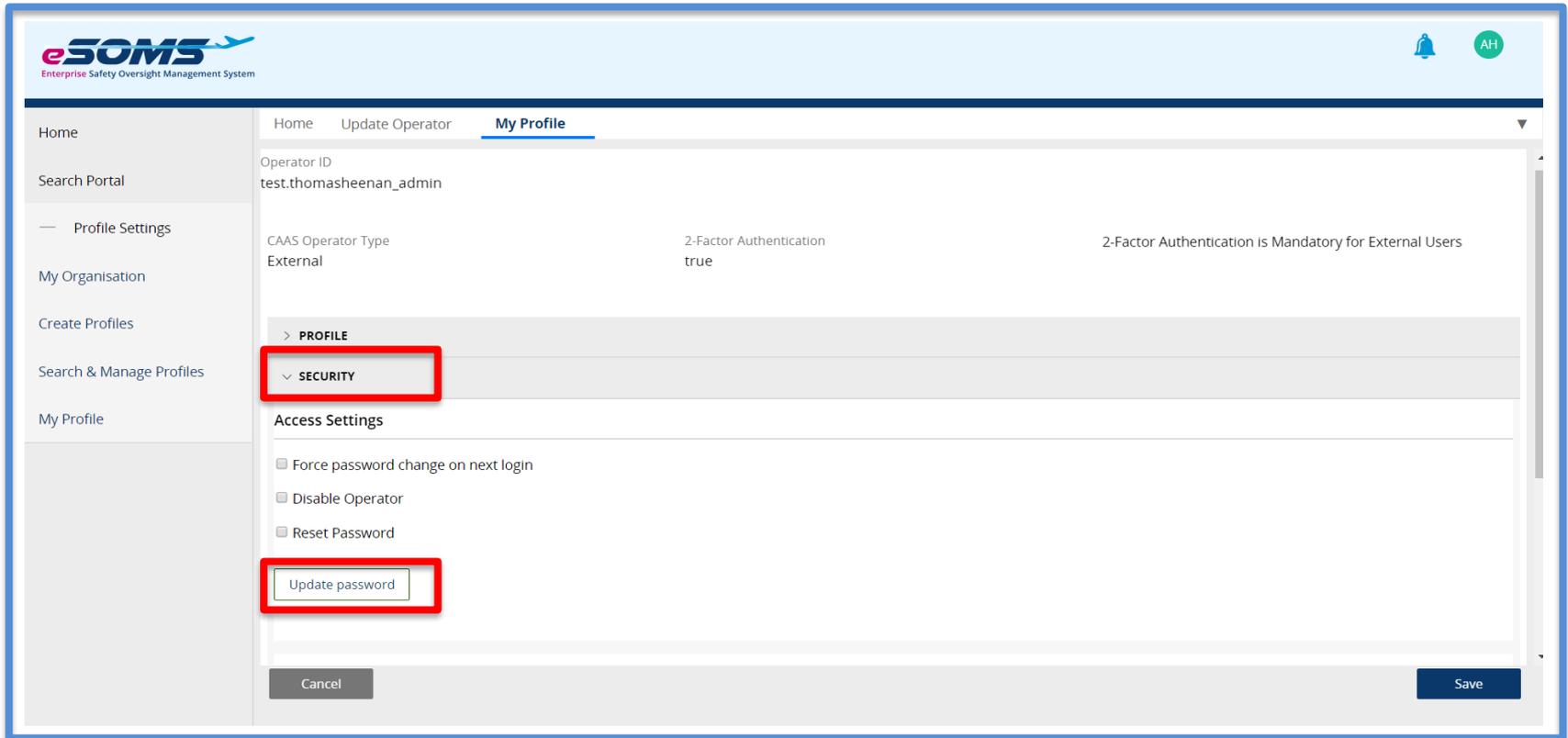
 - SingPass Login
 - CorpPass Login
 - eSOMSPass Login** (highlighted with a red box)

More information on login methods here.

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



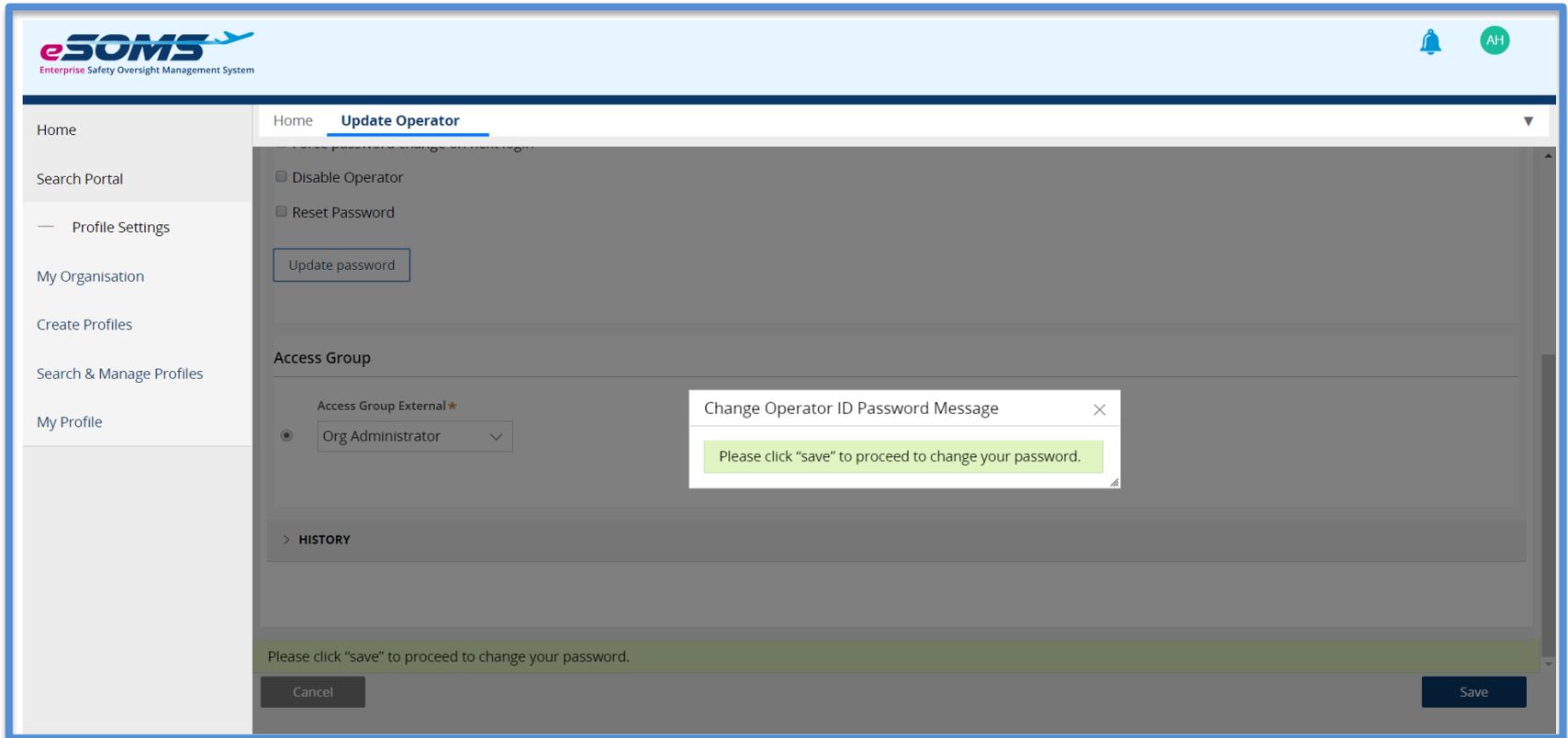
Step 3: Scroll down to 'Security' drop-down tab and select 'Update Password'



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 checkboxes for "Force password change on next login", "Disable Operator", and "Reset Password", along with an "Update password" button. The "Access Group" section shows "Access Group External" with a dropdown menu set to "Org Administrator" and a "User Portal" dropdown set to "External User - Org Admin". A "Change Operator ID Password" dialog box is open in the center, containing three input fields: "Old Password", "New Password", and "Confirm New Password". At the bottom of the dialog box, there 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.



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 header 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

A green notification bar at the top of the main content area states: "Profile has been updated successfully." Below this, a section titled "PROFILE" contains "Contact Information" fields:

- Profile picture: A "Choose File" button with "No file chosen" text and an "Upload Image" button.
- Salutation: A dropdown menu currently set to "Mr".
- First name: A text input field with a red asterisk indicating it is required.
- Last name: A text input field with a red asterisk indicating it is required.

At the bottom of the form, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red rectangular border.