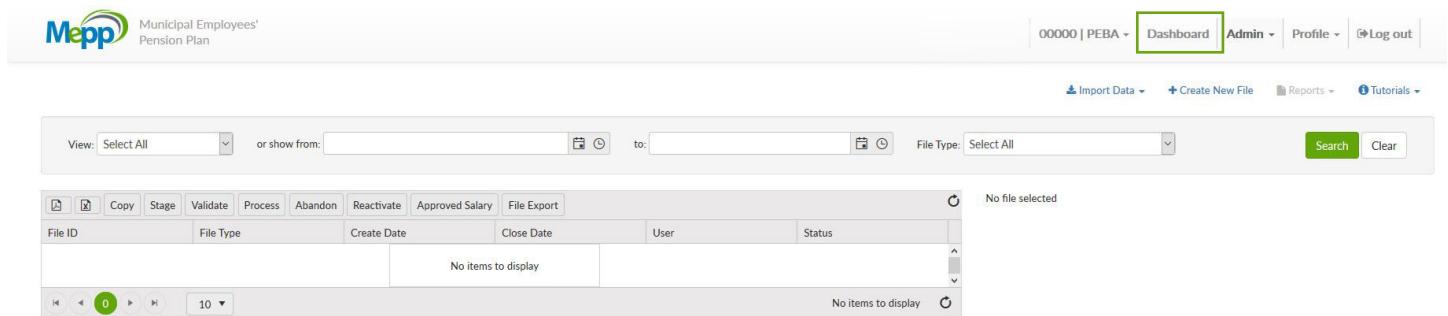# PEBA PLANet — First Time Logging In

Logging In

1. Enter your user specific credentials sent to you by MEPP into the **Username** and **Password** fields.
   Note: Forgot your password? Forgot your username? links are not accessible at this time.
2. Click **Log in**.
3. Next, change your password and set up your security questions.

Dashboard

Once you log in, you will be in the PLANet Dashboard. This is your "Homepage." To return here at any time, click the Dashboard tab on the top right of the web page.

How to Change Your Password

1. From the Dashboard, click **Profile** at the top right of the screen.
2. Click **Change Password**.
3. Enter your current password (MEPP sent to you via email), enter your new password, twice to confirm.
4. Click **Submit** to save your changes.

How to Set Up Your Security Questions (if you forget your username and/or password?)

1. From the Dashboard in the top right, click **Profile.**
2. Select **Security Questions**.
3. Choose three questions and answer each in the provided text box. Note: Answers are case and space sensitive.
4. Click **Submit** to save your changes.
5. Forgot your password? Forgot your username? are now accessible.