CBAT Job Aide #8

How to Reset your User Password in the CBAT Production System

This Job Aide will provide the USER with the tools necessary to **"Reset their CBAT password".**



To log on to the CBAT Production system, you need to be sure you are using one of the following web browsers

- Google Chrome
- Edge
- Fire Fox.



In order to log on to the CBAT system, you need to have security access.

To get security access to the CBAT system, please refer to **Job Aide #7 – How to Request USER Access to the CBAT Production System**



| Step | Action |
|------|--|
| 1. | If you have forgotten your USER password for the CBAT system simply log on to the CBAT Production site |
| | https://capprd.miamidade.gov/login |
| | The correct capital link is easily identified by looking at the first six letters |
| | cap = capital prd = production |
| | https://capprd.miamidade.gov/login |
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| Otep | Addoll | |
| 2. | When logging on to the CBAT Production syste either Google Chrome, Edge and/or Fire Fox as | em, please remember you should be using s your web browser. |
| | The CBAT Production system is not suppor | ted on Internet Explorer. |
| | Please be advised that the County will no longe browser. | er be supporting Internet Explorer as web |
| | ← → C ① a capped.miamidade.gov/login. | |
| | Capital Budgeting Analysis Tool | |
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| | Welcome to Miami-Dade County's | iame |
| | Capital Budgeting Analysis Tool (CBAT) Passy | word 🛛 |
| | CBAT is a web-based system that Departments will be using to submit and present their capital budget. The information entered in CBAT is used to produce the capital information in both the Proposed and Adopted budget books. | Login t your password2 |
| | NOTE: When logging onto the CBAT-system please use the following web browsers Google Chrome, Firetox or Edge | |
| | TIP: Should your web browser be poin Explorer, simply clip and copy the either Google Chrome, Edge and and paste the link in | nting to Internet e link – open d/or Fire Fox |



| Step | Action |
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| 3. | Next, type in your eKey # on the "Username" line |
| | C → C ← is capped.miamidade.gov/login Capital Budgeting Analysis Tool Usemame |
| | Capital Budgeting Analysis Tool (CBAT) Password CBAT is a web-based system that Departments will be using to submit and present their capital budget. The information entered in CBAT is used to produce the capital information in both the Proposed and Adopted budget books. Password NOTE: When logging onto the CBAT system, please use the following web browses Googie Chrome, Firefox or Edge. Dorgot your, password? |
| | Username e156429 Password |
| | Login forgot your password? |
| 4. | Next, click on the "forgot your password" icon and you will be redirected to the "Recover Password" section |
| | Capital Budgeting Analysis Tool |
| | Welcome to Miami-Dade County's Description Capital Budgeting Analysis Tool (CBAT) e156429 CBAT is a web-based system that Departments will be using to submit and present their capital budget. The information entered in CBAT is used to produce the capital information is both the Proposed and Adopte budget books. Persond NOTE: When logging onto the CBAT system, please use the following web browsers Google Chrome, Firefox or Edge. Ecrool. Your Dessenced? |
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| Step | Action |
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| 5. | Next, type in your employee eKey # in the "Username" section indicated below |
| | Recover Password Please enter your username so we can send you |
| | an email with the link to recover your password. Username (Typically e + employee id) |
| | Email me a recovery link |
| | Recover Password |
| | an email with the link to recover your password. osemame (Typesily e + employee id) e156429 |
| | Email me a recovery link |
| | |
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| Step | Action |
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| 6. | Next, CLICK on the "Email me a recovery link" icon |
| | Recover Password Please enter your username so we can send you an email with the link to recover your password. Username (Typically e + employee id) |
| | Email me a recovery link |

| Step | Action |
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| 7. | Within a few minutes you will see an email like the following below in your County Outlook Inbox |
| | All Ulicau |
| | Drag a column beader bere to group by that column |
| | |
| | 10:24 AM noreply@miamidade.gov Capital System Password Recovery Link |
| | ANITA GIBBONEY. Someone requested that the password for your Capital account be reset. |
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| Step | Action |
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| 9 After opening the email, CLICK on the "Reset My Password" icon and you will be r to create a new USER password | |
| | Weiter Image: To Manager Image: To Manage: To Manage: To Manage: To Manager Image: To Man |
| | ANITA GIBBONEY, Servere connected that the encount for your Capital account be reset. RESET MY PASSWORD |
| | This link is good for the next 15mins only. If you didn't request this you can ignore this email or let us know. Your password won't change until you create a new password. |

| Step | Action |
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| 10 | If after clicking on the "Reset My Password" icon you are redirected to a blank page, that is because you are not in Google Chrome, Fire Fox or Edge. Your computer is still directing you to Internet Explore. |
| | If that happens, simply copy the link and paste it in either Google Chrome, Fire Fox or Edge. |
| | Image: Search Image: Search with the service of the servic |
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| Step | Action |
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| 11 | If you are in Google Chrome, Fire Fox and/or Edge you should see the following message $\leftrightarrow \rightarrow \mathbb{C}$ \bigtriangleup eapcnv.miamidade.gov/reset-password?token=eyJhbGciOiJIUz11NilsInR5cCl6lkpXVCJ9.eyJ1c2VybmFtZSl6lmUxNTY0MjkiLCJp Capital Budgeting Analysis Tool |
| | Change Password In order to protect your account, make sure your password: - Is 12 or more characters in length - Has a nupper case letter - Has a number - Has a supper case letter - Has a number - Has a special character in this list: !@#\$% |
| | Re-Enter your New Password Re-Enter your New Password Re-Enter your New Password |
| Step | Action |

| Step | Action | |
|------|---|--|
| 12 | Follow the directions provided in | creating your new USER password. |
| | When you have entered your new "Change Password" icon will turr | w USER password correctly twice in the system the blue |
| | Change Password | |
| | In order to protect your account, make sure your password: | |
| | Is 12 or more characters in length Has an upper case letter Has a lower case letter Has a number Has a special character in this list: !@#\$% | |
| | New Password | |
| | Re-Enter your New Password | |
| | Q | |
| | Change Password | |
| | | |



| Step | Action |
|------|---|
| 13 | To see your password, CLICK on the icon below |
| | Change Password |
| | In order to protect your account, make sure your password: |
| | Is 12 or more characters in length Has an upper case letter Has a lower case letter Has a number Has a special character in this list: !@#\$% |
| | New Password |
| | Re-Enter your New Password |
| | Change Password |

| Step | Action |
|------|---|
| 14 | Next, CLICK on the "Change Password" icon to complete the process and you will be redirected back to the CBAT Production system |
| | Change Password |
| | In order to protect your account, make sure your password: |
| | Is 12 or more characters in length Has an upper case letter Has a lower case letter Has a number Has a special character in this list: !@#\$% |
| | New Password |
| | Re-Enter your New Password |
| | Change Password |

- Activity Ends --