

## Change or Reset Password - GNWT Contract Event Opportunities Website


The GNWT Contract Event Opportunities website is an interactive system that allows vendors to download and bid on contracting opportunities online. Vendors can also sign up for notifications of new contracting opportunities as they arise in specific areas of interest.

Follow the script to learn how to change your password or recover a forgotten password through the GNWT Contract Event Opportunities website.

When you have finished you will be able to:

- Change your Bidder password
- Reset a forgotten Bidder password

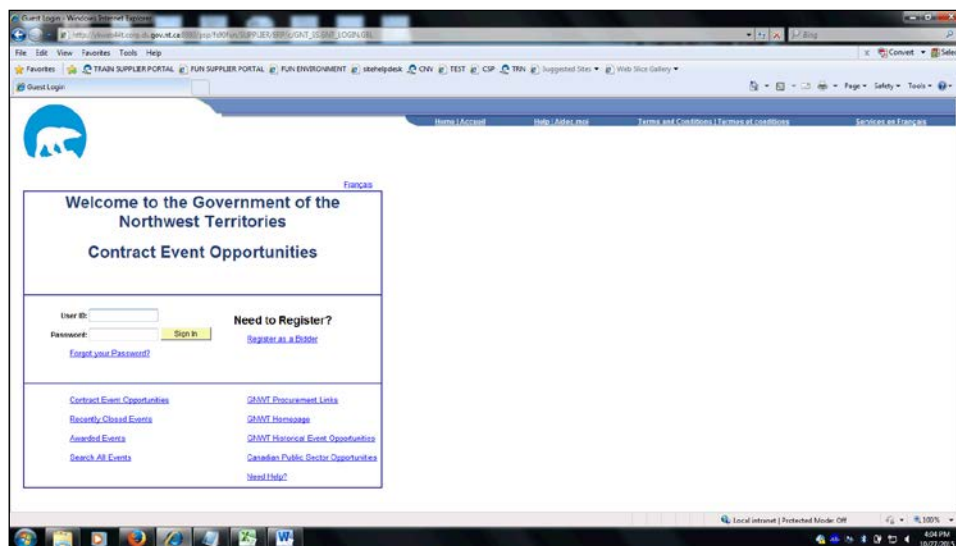
### Reminder:

When navigating through the website do not use the back button  on your web browser to go back to previous screens. Please navigate using the links found on each page.

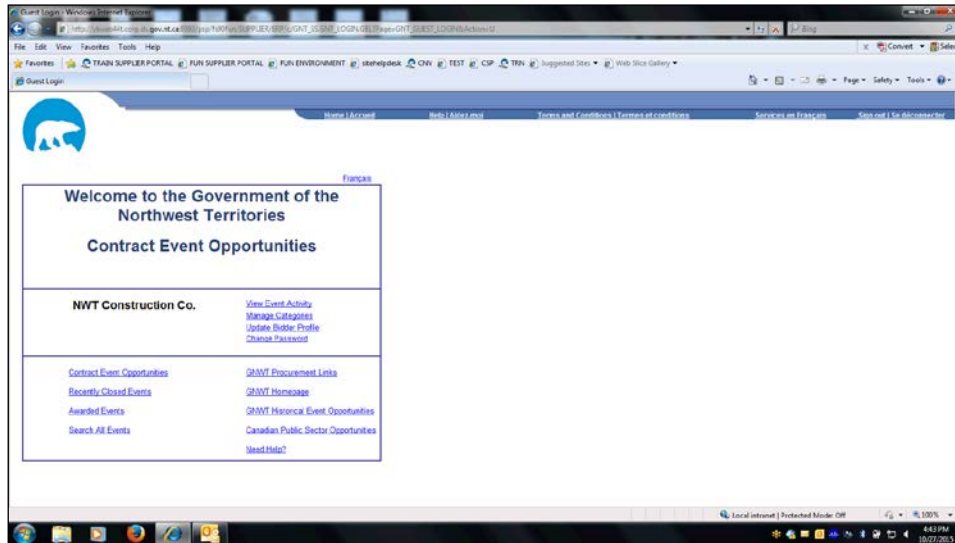
### Disclaimer:

All screen captures in this guide use fictitious data and do not represent current or future GNWT procurement activities.

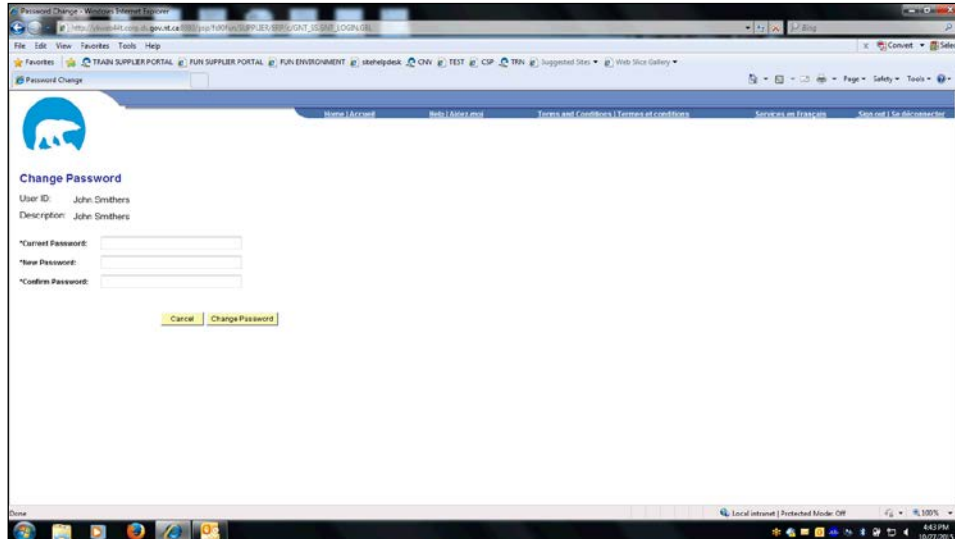
### Changing your Password:



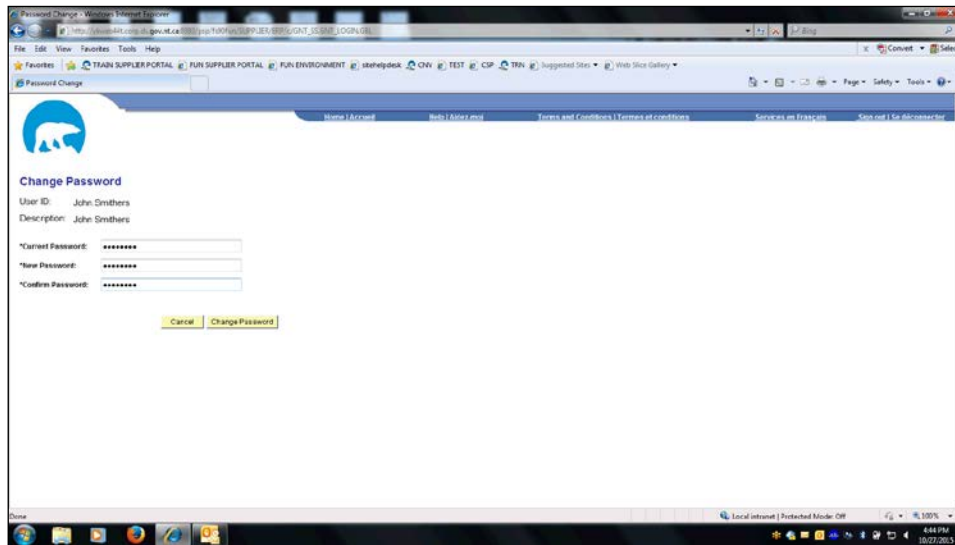
Step	Action
1.	<p>Enter your User ID and Password to sign into the GNWT Contract Event Opportunities website.</p> <p>NOTE: If you have not signed up you will need to register as a bidder. See the <b>"Bidder Registration"</b> instructions for more information.</p>



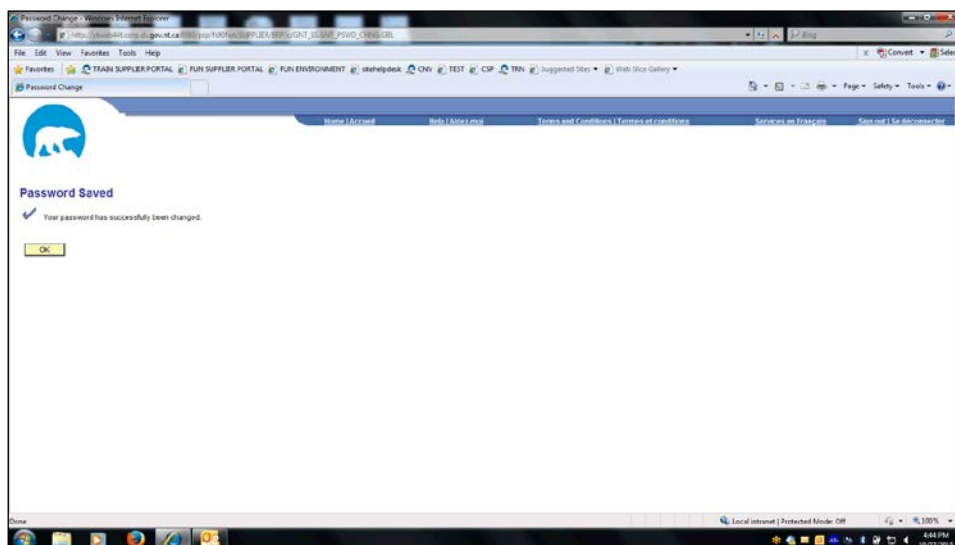
Step	Action
2.	Click the <b>Change Password</b> link. <a href="#">Change Password</a>

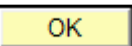


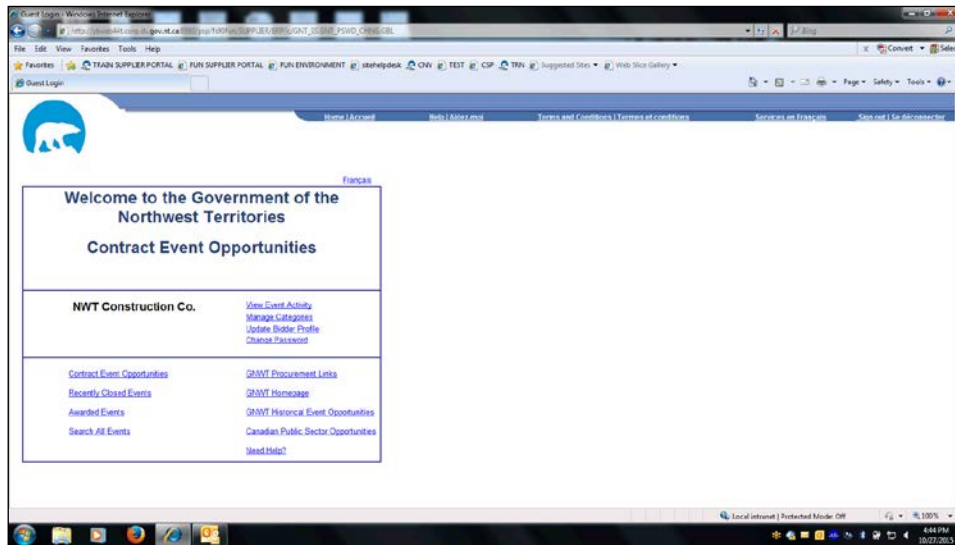
Step	Action
3.	To change password, fill in the fields.  NOTE: You will need to enter in your current password and also enter a new password. The "New Password" and "Confirm Password" boxes must match.



Step	Action
4.	When you are finished, click the <b>Change Password</b> button. 



Step	Action
5.	Click the <b>OK</b> button. 

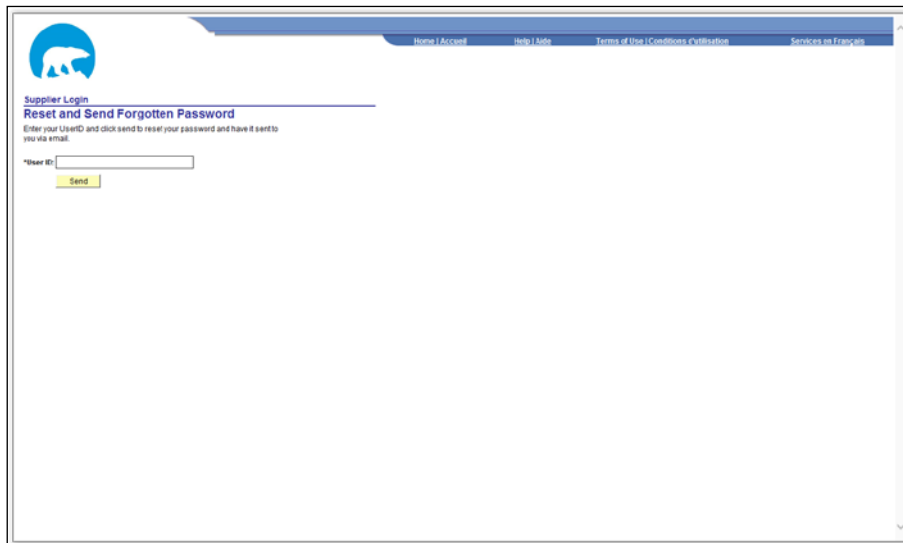


Step	Action
6.	Congratulations you have successfully changed your password.

## Resetting your Password:



Step	Action
1.	On the homepage, click on the <b>Forgot your Password?</b> link.



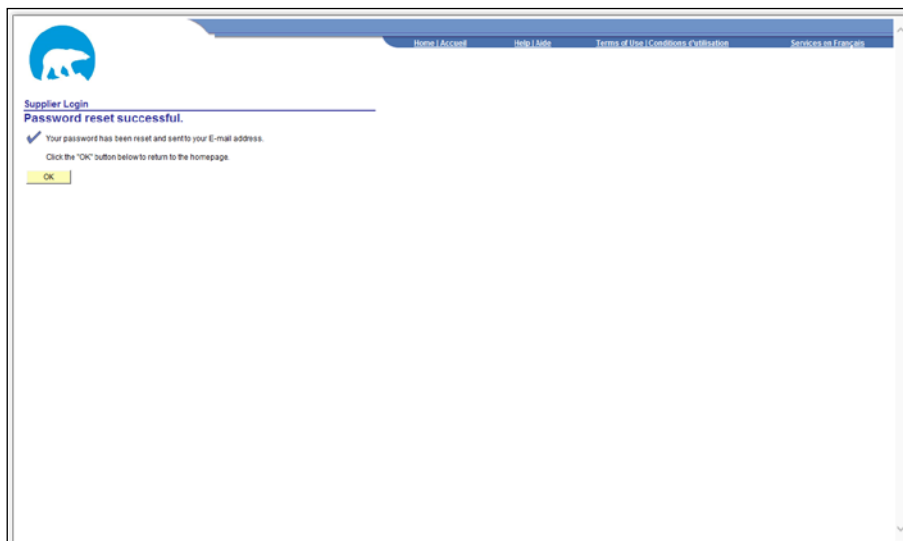
Supplier Login

**Reset and Send Forgotten Password**

Enter your UserID and click send to reset your password and have it sent to you via email.

\*User ID:

Step	Action
2.	<p>Enter the User ID for your Bidder account and click “Send”. <input type="button" value="Send"/></p> <p>If you do not remember your User ID, please visit our help page at <a href="http://www.fin.gov.nt.ca/services/eprocurement/eprocurement-help">http://www.fin.gov.nt.ca/services/eprocurement/eprocurement-help</a> to contact us for assistance.</p>

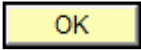


Supplier Login

**Password reset successful.**

✓ Your password has been reset and sent to your E-mail address.

Click the “OK” button below to return to the homepage.

Step	Action
3.	<p>You will receive an email with your <b>new</b> password. Click OK to return to the Home page and sign in with your <b>new</b> password.</p>  <p>NOTE: It is recommended to change your new system generated password to one that you are able to remember. Please refer to the "Change your Password" process above.</p>

Step	Action
4.	<p>Congratulations you have successfully reset your forgotten password.</p>