



Change or Reset a 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:

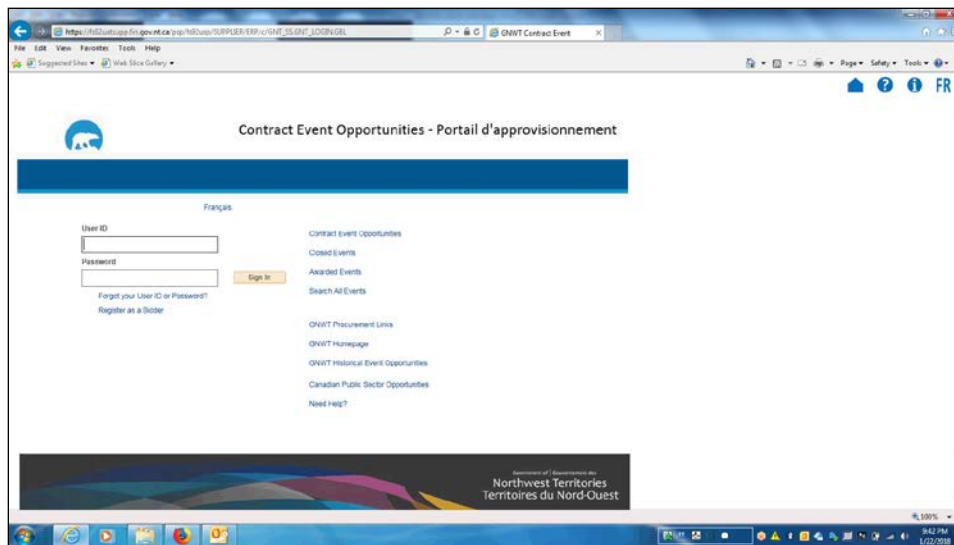
- Change your Bidder password
- Reset a forgotten Bidder Password
- Reset a forgotten Bidder User ID

Reminder:

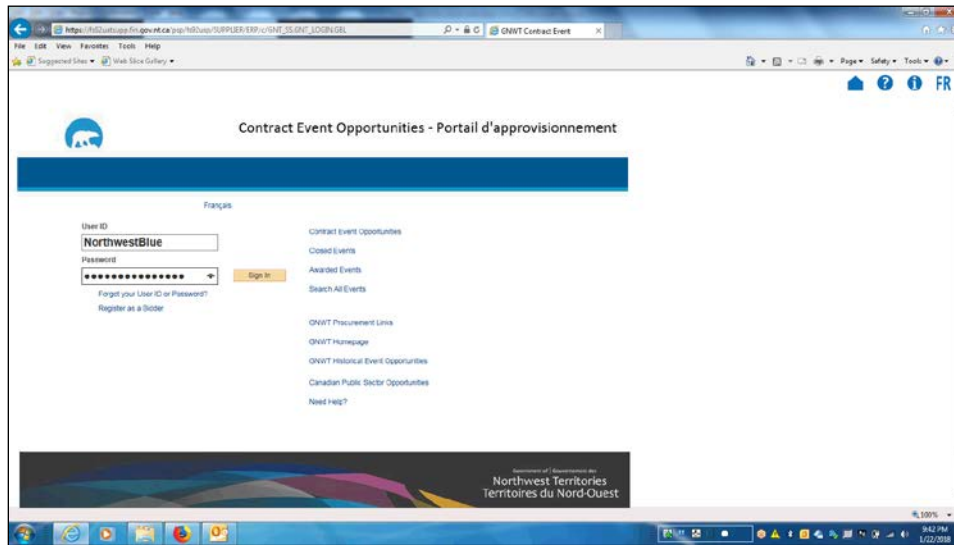
When navigating through the website do not use the back button on your web browser to go back to previous screens. Please navigate using the links found on each page.

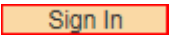
Disclaimer:

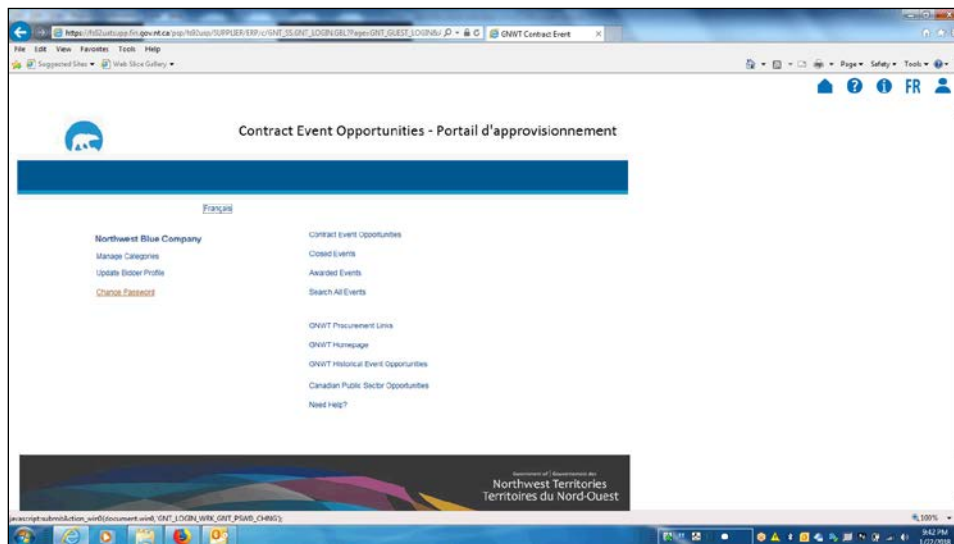
All screen captures in this guide use fictitious data and do not represent current or future GNWT procurement activities.

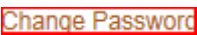


Step	Action
1.	Enter your User ID and Password to sign into the GNWT Contract Event Opportunities website. NOTE: If you have not signed up, you will need to register as a bidder. See the “Bidder Registration” instructions for more information.



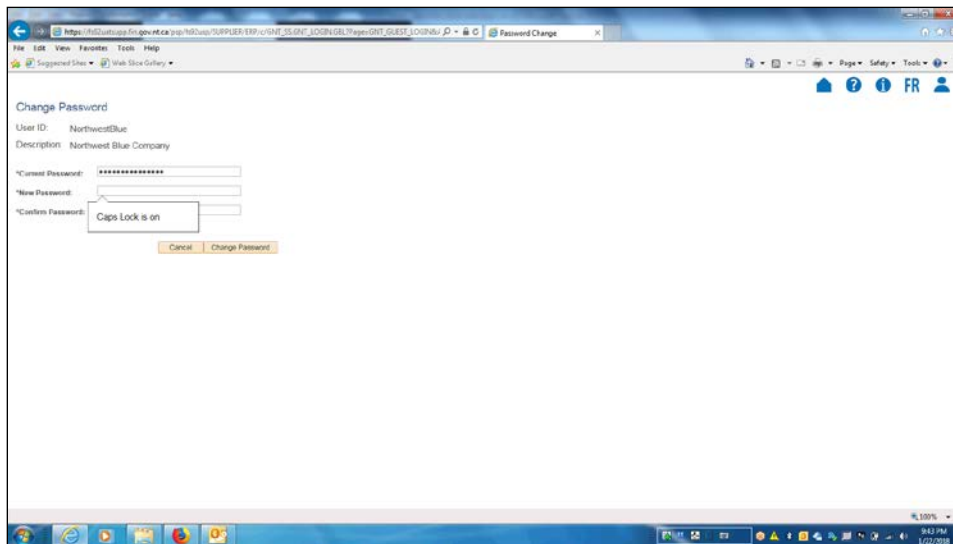
Step	Action
2.	Click the Sign In button. 



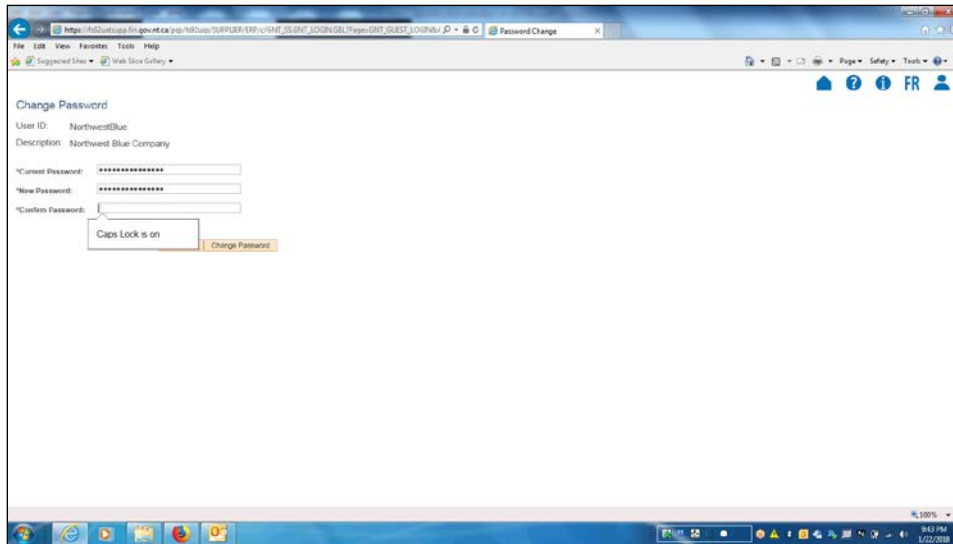
Step	Action
3.	Click the Change Password link. 



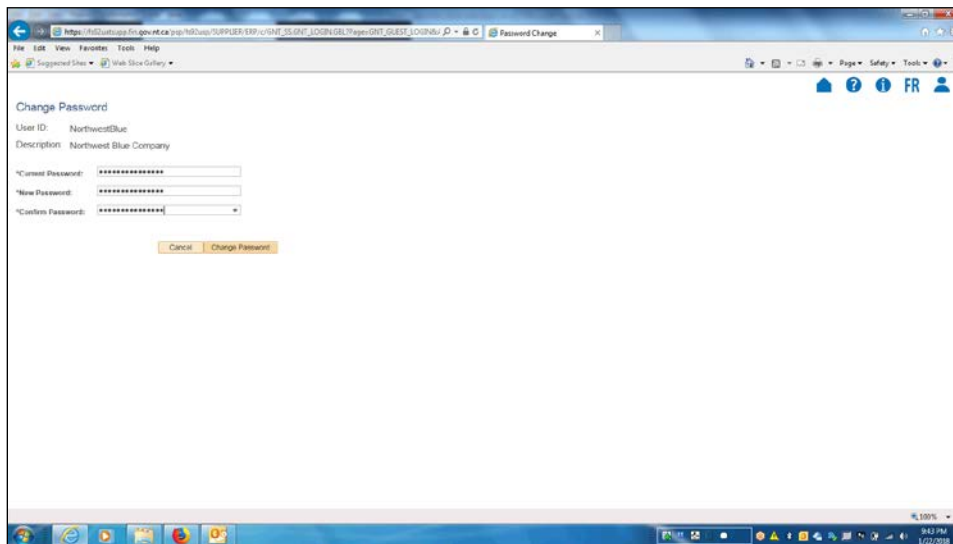
Step	Action
4.	Enter the desired information into the Current Password field. Enter a valid value e.g. "*****". <input type="password"/>



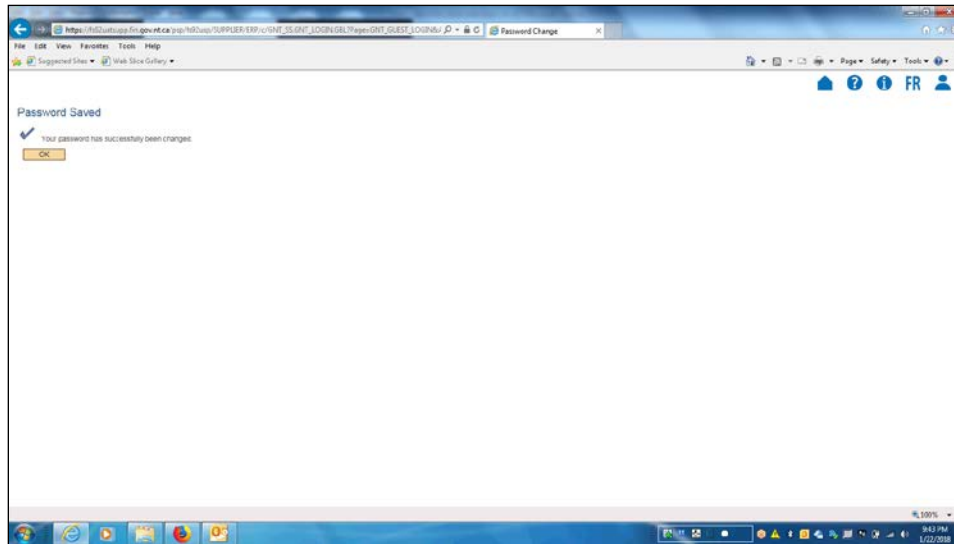
Step	Action
5.	Enter the desired information into the New Password field. Enter a valid value e.g. "*****". <input type="password"/>

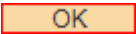


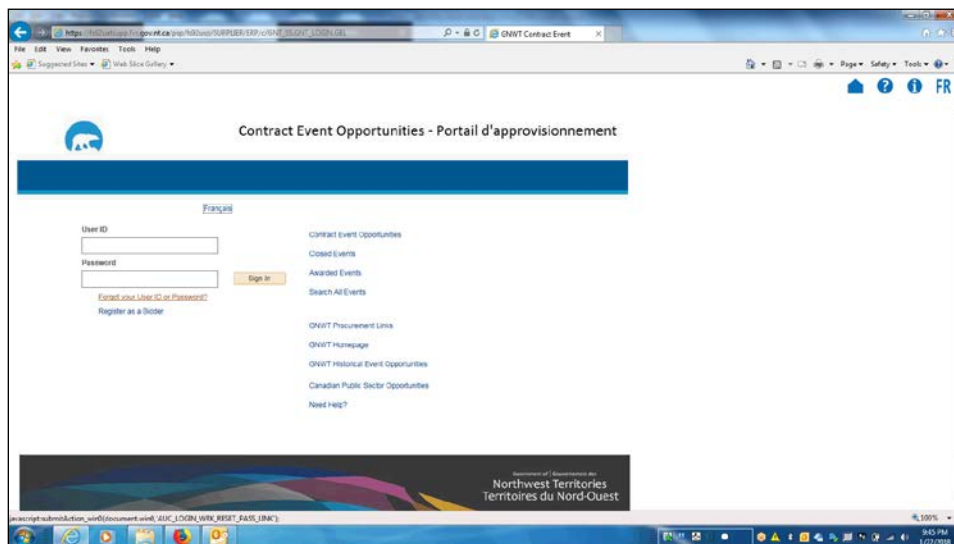
Step	Action
6.	<p>Enter the desired information into the Confirm Password field. Enter a valid value e.g. "*****".</p> <p>NOTE: You will need to enter in your current password and also enter a new password. The “New Password” and “Confirm Password” boxes must match.</p> <div style="border: 1px solid black; width: 200px; height: 15px; margin-left: 20px;"></div>

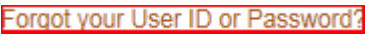


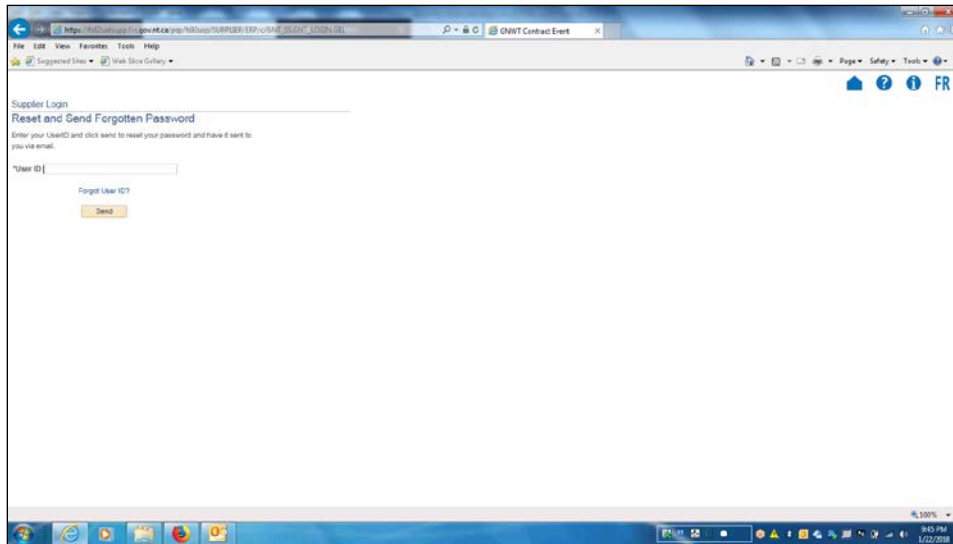
Step	Action
7.	<p>Click the Change Password button.</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-left: 20px;">Change Password</div>



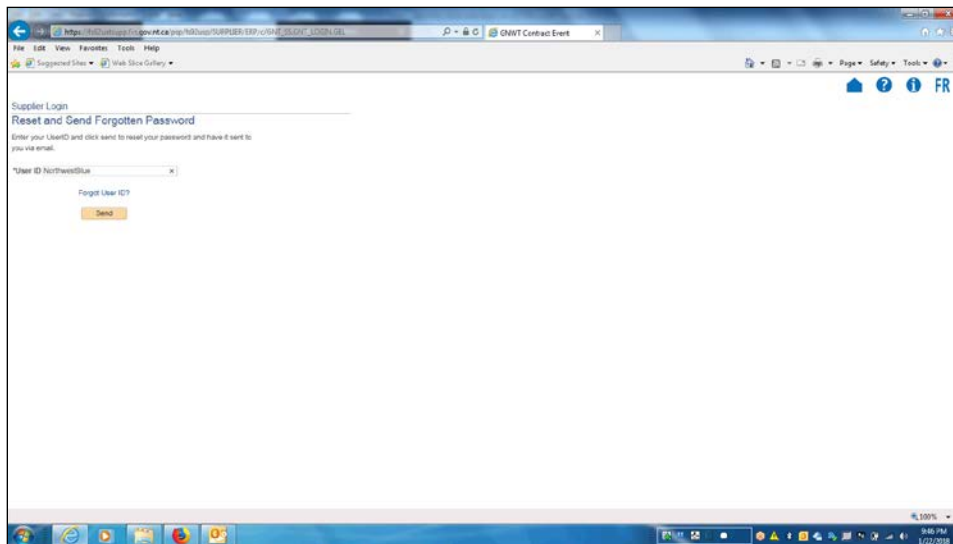
Step	Action
8.	Click the OK button. You have successfully changed your password. 



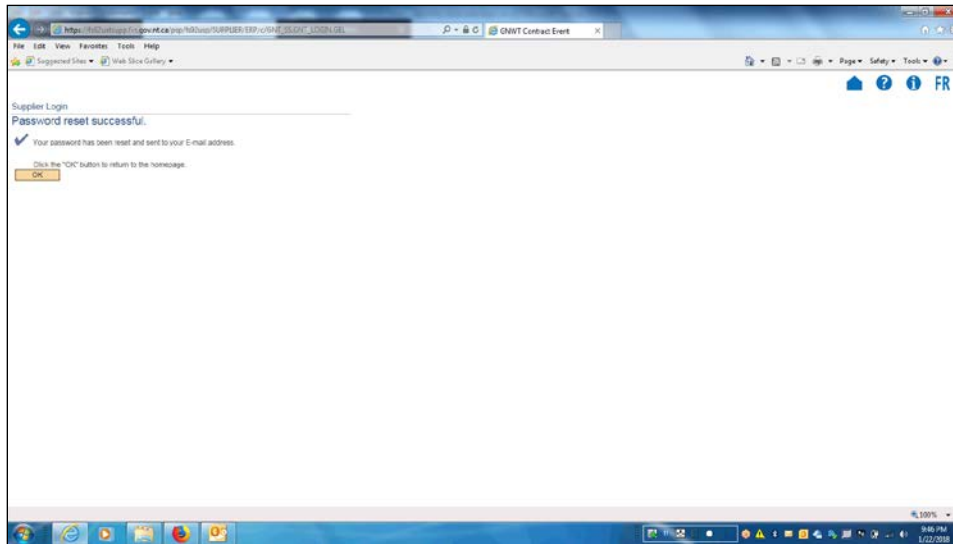
Step	Action
9.	If you have forgotten your Password, click the Forgot your User ID or Password? link. 

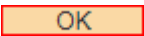


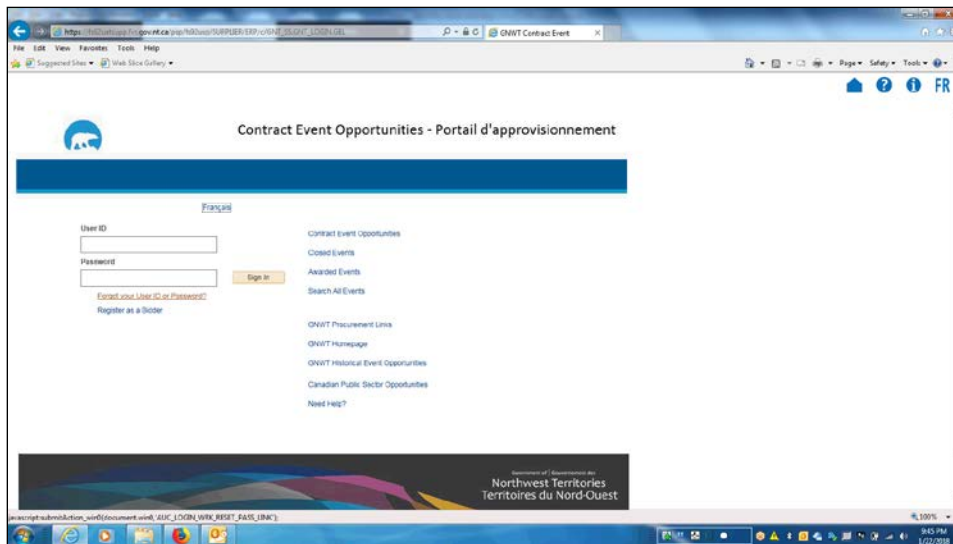
Step	Action
10.	To recover your password, enter the desired information into the User ID field. Enter a valid value e.g. "NorthwestBlue". <input type="text"/>

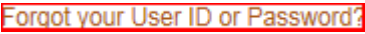


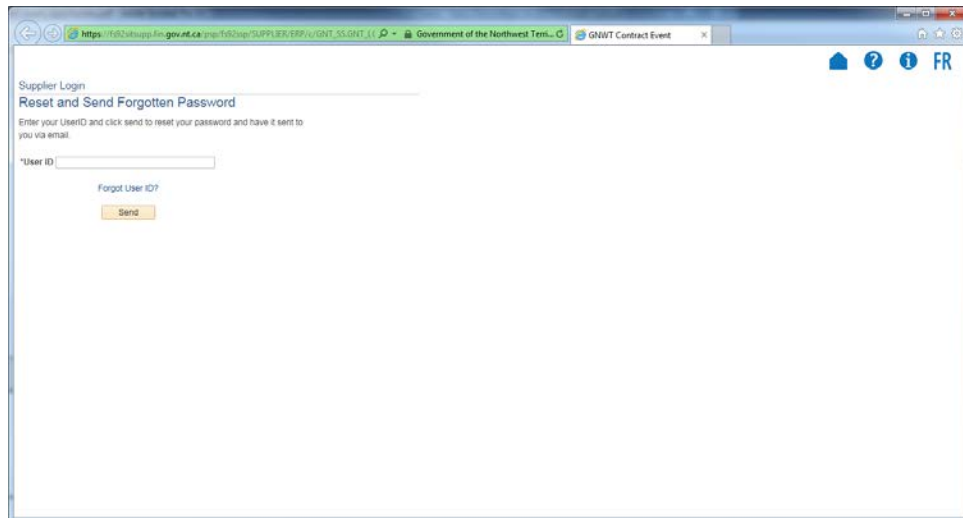
Step	Action
11.	Click the Send button. <input type="button" value="Send"/>



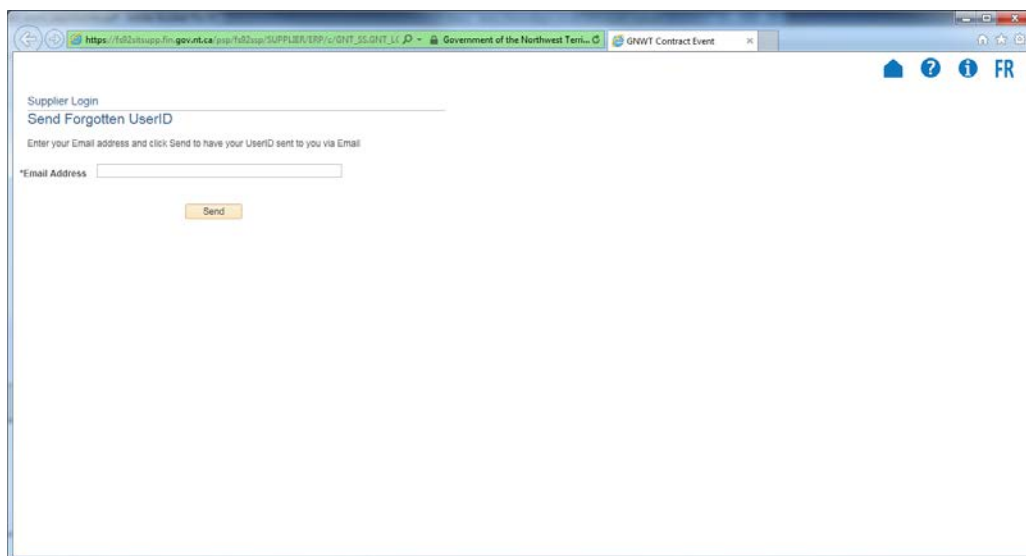
Step	Action
12.	Click the OK button. Your password will be reset and it will be emailed to the email address on your bidder/supplier account. 



Step	Action
13.	If you have forgotten your UserID, click the Forgot your User ID or Password? link. 



Step	Action
14.	Next, click on the link called “Forgot User ID?”.



Step	Action
15.	<p>Enter the Email Address that you used when you registered as a bidder and your UserID will be emailed to you.</p> <p>If you require further assistance, please visit our help page at http://www.fin.gov.nt.ca/services/eprocurement/eprocurement-help to contact us for assistance.</p> <p>End Procedure.</p>