



**TEXAS  
REGIONAL  
ENTITY™**

*An Independent Division of ERCOT*

# Changing Your Password

**Learn how to change your password  
in the secure Texas Regional Entity Portal.**

**[portal.texasre.org](http://portal.texasre.org)**

**To access the portal, you must already have a contact record created in  
your organization's Master Account.**

**January 2009**

# Log In to Change Your Password



 **TEXAS  
REGIONAL  
ENTITY™**

Texas RE Portal Login

Please enter your username and password for access.  
Access may only be authorized by your NERC registered  
entity's administrator or Texas Regional Entity.

Username:

Password:

 Login 

[I forgot my password](#)

Go to <https://portal.texasre.org>

Enter your username for the Texas Regional Entity Portal: **First Initial, Last Name.**

For example, John Doe would be jdoe.

Enter your password. (If you reset your password using the “I forgot my password” link, you will retrieve a temporary password from your email box.)

Click **Login**.

# Navigate to Your Contact Page

Portal Home | TexasRE.org

**TEXAS REGIONAL ENTITY™**

**PORTAL**

Texas Regional Entity

Logged in as: **John Doe**  
▶ Log Out

▼ System Administration  
Add New Contact  
Search Contacts  
My Company Info  
My Contact Info  
▶ Compliance  
File Upload

**Announcements**

**Welcome to the Texas Regional Entity Portal** 12/31/2008  
The Texas Regional Entity Portal is the vehicle through which many aspects of the NERC Compliance Monitoring and Enforcement Program and NERC registrations are conducted. The portal allows improved administration, increased security, and simpler tracking.

**How to print a form** 12/31/2008  
Print copies of any electronic forms filed on the Texas Regional Entity Portal by following these instructions: (1) open a browser window (Internet Explorer); select File, then Page Setup; select Landscape (lower left-hand corner); and click Print button. You will be able to print to either PDF or a printer.

**Compliance Summary**

**Emergency Preparedness and Operations**

Form Name	Due Date
EOP-009-0 Self Certification (GOP)	12/5/2008

**Interchange Scheduling and Coordination**

Form Name	Due Date
INT-001-3 Self-Certification (PSE)	12/19/2008

Once you have logged into the portal, click **System Administration**.  
Click **My Contact Info**.

# Changing Your Password

Logged in as:  
**John Doe**  
▶ Log Out

▼ System Administration  
Add New Contact  
Search C  
My Company Info  
My Contact Info  
▶ Compliance  
File Upload

### Edit - Contact

Save Item

\* Required Fields Status: Saved

Username:	*	<input type="text" value="jdoe"/>
Current Password:		<input type="password"/>
Password:		<input type="password"/>
Password (again):		<input type="password"/>
First Name:	*	<input type="text" value="John"/>
Last Name:	*	<input type="text" value="Doe"/>
Title:	*	<input type="text" value="Compliance User"/>
		<input type="text" value="Texas Regional Entity"/>
	*	<input type="text" value="704-555-8888"/>
		<input type="text"/>

In **Edit – Contact**, do the following:

Enter in your **current password** (may be the temporary password emailed to you)

Enter your desired **password**.

Enter your desired **password again**.

Click **Save Item**.

When the status indicator returns **Status: Saved**, your password has been reset.

# Secure Password Recommendations

**Minimum password length is eight (8) characters with the following rules:**

- **May not contain the user's account name or parts of the user's full name that exceed two consecutive characters**
- **Must contain characters from three of the following four categories:**
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)



**TEXAS  
REGIONAL  
ENTITY™**

*An Independent Division of ERCOT*

For questions, contact  
your organization's Master Account Administrator  
or [information@texasre.org](mailto:information@texasre.org)