

INFORMATION TECHNOLOGY MEMO

To: All Employees

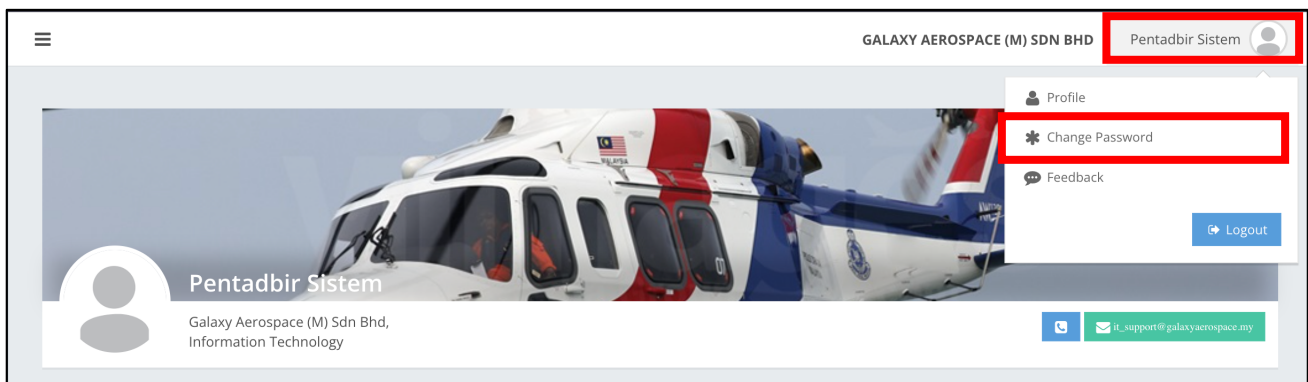
Date: 5 February 2024

Subject: CHANGE FROM DEFAULT PASSWORD TO YOUR OWN PREFERRED PASSWORD

To protect all your private information in the GAMS portal from unauthorized access, please change the default password that was set when you first registered on the GAMS portal.

This is to ensure that none of your colleagues can simply sign into your portal, as we have been receiving complaints that some staff members are accessing others' portals to obtain information such as their salary.

All employees can change their passwords in the menu, as shown in the picture below.



If you encounter any struggles or difficulties when changing your password or if you have forgotten it, you can simply contact any IT personnel.

Similarly, we urge all department heads to disseminate this information to their subordinates.

Thank you.

IT Department