


CHANGING MY PASSWORD

Regularly changing your password is a good security practice. *My information* provides access to change your password any time. This job aid describes the steps required to change your password.

Changing My Password

- 1 Click **Show Menu** , click the **My Info** tab, and navigate to **My Information > My Profile > Change Password**.
- 2 In the **Old Password** field, enter your current password.
- 3 In the **New Password** field, enter your new password.
- 4 In the **Confirm New Password** field, enter your new password again.
- 5 Click **Change Password**.
- 6 Confirm that the **Password Changed** notification appears.

Don't Forget!

Your password must contain at least eight characters and one of each of the following character types:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol

