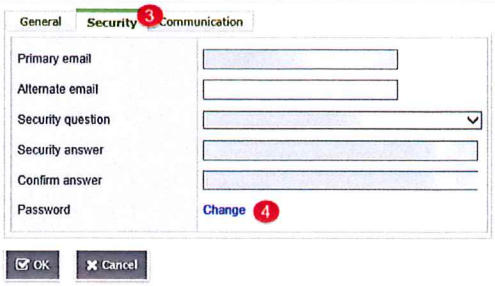
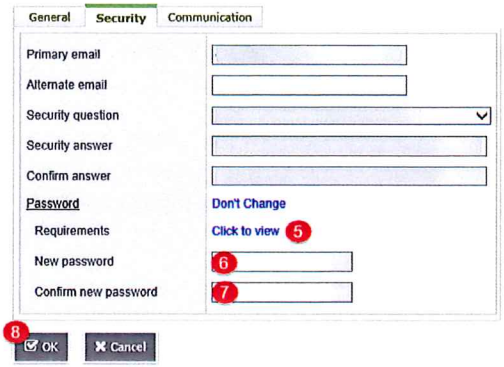
Changing your Password

1. Click on the **account name drop down** menu in the upper-right of the window
2. Click on **Set Preferences**

3. Click on the **Security** top tab
4. Click on the **Change** hyperlink



5. Click on the **Click to view** hyperlink to see password requirements
6. Enter the **new password**
7. Re-enter the **new password**
8. Click the **OK** button



9. Enter your **current password**
10. Click the **Save** button

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers