


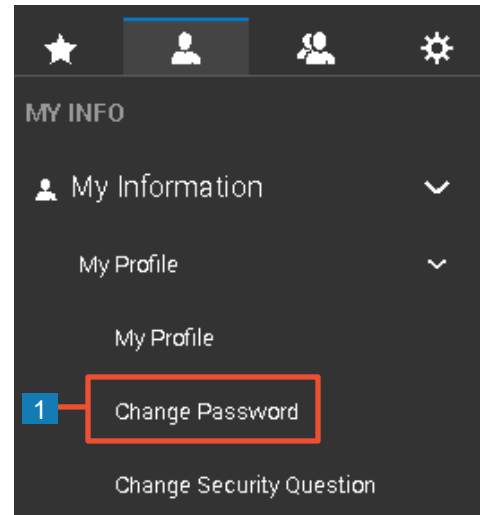


# Changing My Password

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 Your 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 **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

← Change Password Change Password

**Warnings (1)** [Hide All](#)

**Warning:** The New Password must be at least 8 characters long and contain at least **one of each** of the following character types:

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

**New Password**

Old Password\*  2

3 New Password\*

Confirm New Password\*  4

5

