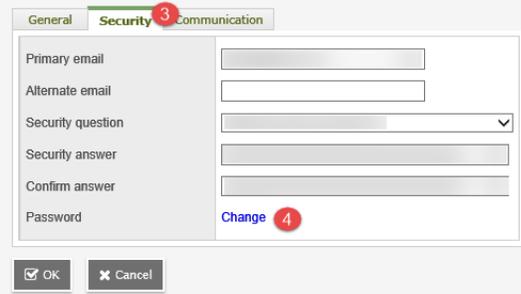
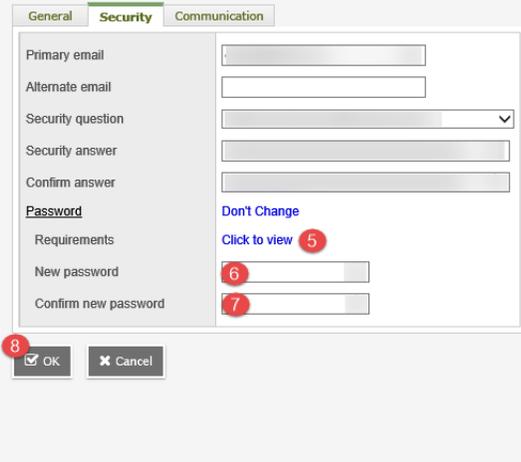
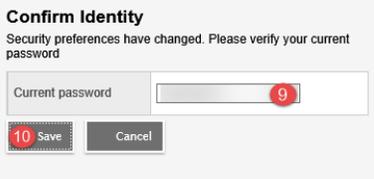




# Changing your Password

<ol style="list-style-type: none"><li>1. Click on the <b>account name drop down</b> menu in the upper-right of the window</li><li>2. Click on <b>Set Preferences</b></li></ol>	
<ol style="list-style-type: none"><li>3. Click on the <b>Security</b> top tab</li><li>4. Click on the <b>Change</b> hyperlink</li></ol>	
<ol style="list-style-type: none"><li>5. Click on the <b>Click to view</b> hyperlink to see password requirements</li><li>6. Enter the <b>new password</b></li><li>7. Re-enter the <b>new password</b></li><li>8. Click the <b>OK</b> button</li></ol>	
<ol style="list-style-type: none"><li>9. Enter your <b>current password</b></li><li>10. Click the <b>Save</b> button</li></ol>	
<div style="background-color: yellow; padding: 10px; border: 1px solid black;"><p style="text-align: center;"><b>Password Requirements</b></p><ul style="list-style-type: none"><li>• Minimum length is 8</li><li>• At least one number</li><li>• At least one capital and lowercase letter</li><li>• At least one symbol that isn't a letter or number</li><li>• Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers</li></ul></div>	