Changing Your Password
Quick Steps Guide

Navigation: Main Menu > Change My Password

1. Navigate to the Change My Password page.

   ![Change Password]

   **Change Password**

   User ID: EDAHL4
   Description: STU: Liz Dahl x8771

   *Current Password: 
   *New Password: 
   *Confirm Password: 

   [Change Password]

2. Fill in the following system required fields:
   - Current Password
   - New Password
   - Confirm Password

   **Important:** The new password must be at least 8 characters long and contain a number. Your password is good for 90 days. You will receive a warning from the system when it is time to change your password.

3. Click Change Password.

4. Make sure that you see the message indicating that your password has been saved.

   ![Password Saved]

   **Password Saved**

   Your password has successfully been changed.

   [OK]

5. Click OK.