Changing Your Password
Quick Steps Guide

Navigation: Main Menu > Change My Password

1. Navigate to the Change My Password page.

![Change Password](image)

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](image)

5. Click OK.