

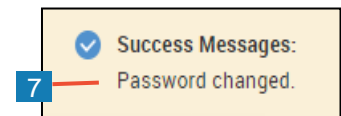
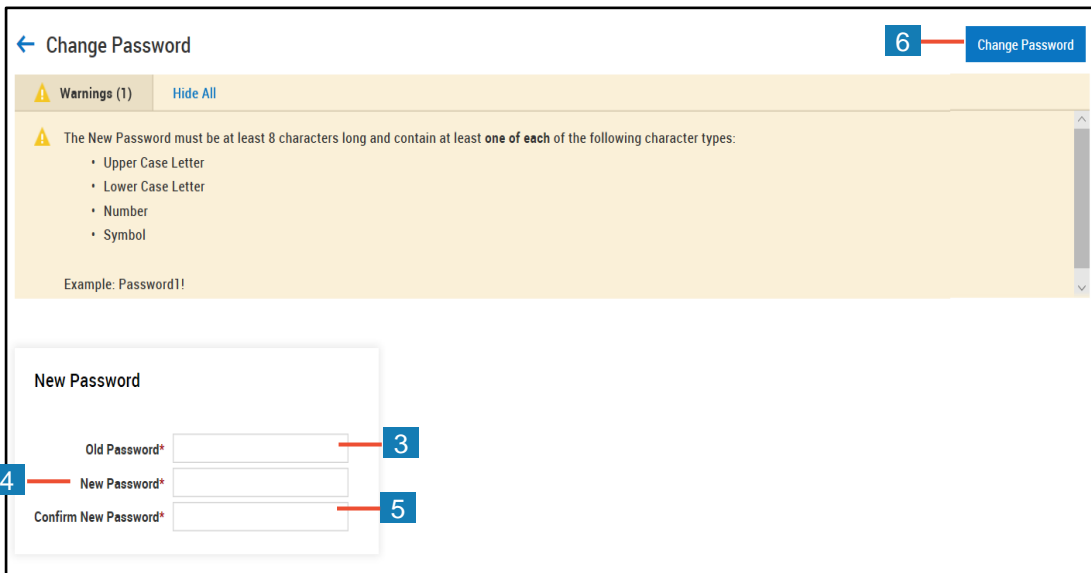
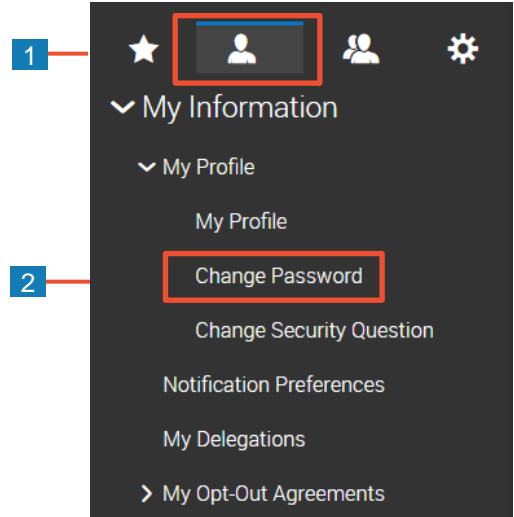


Changing My Password

Regularly changing your password is a good security practice. My Information gives you the ability to change your password any time. This job aid outlines the steps required to change your password.

Changing Your Password

- 1 Open the Global Navigation menu and click the **My Info** tab.
- 2 Navigate to **My Information > My Profile > Change Password**.
- 3 In the **Old Password** field, enter your current password.
- 4 In the **New Password** field, enter your new password.
- 5 In the **Confirm New Password** field, enter your new password again.
- 6 Click **Change Password**, located in the upper right corner of the screen.
- 7 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