How to change your password

1. Click on the drop down in the top right hand corner and select ‘Change password…’

2. There will be a prompt notifying you that you will have to log off and log back on after you have changed your password.

3. The next menu will prompt you to enter your old password, then your new password twice. You must meet the requirements of a new password which are **your password must be at least 8 characters long, passwords must have a Capital letter, number (1-9) and special character (!@#$%). You are required to change your password every 90 days.**

4. When you have successfully changed your password you will get a message confirming it. Then you will be prompted to log back on with your new password.