

Change My Password

Regularly changing your system password is a good security practice. You can change your password any time. This job aid describes the steps.

Change Your Password

Navigation: **My Info tab > My Information > Change Password**

1. Optional: To display password requirements, select the question mark.
2. In the **Current Password** field, enter your current password.
3. In the **New Password** field, enter your new password.
4. In the **Confirm New Password** field, enter your new password again.
5. Select **Change Password**, located in the upper right corner of the screen.

The screenshot shows the 'Change Password' form within a mobile application. At the top, the breadcrumb 'My Information > Change Password' is visible. Below it is a back arrow and the title 'Change Password'. In the top right corner, there is a blue button labeled 'CHANGE PASSWORD' with a pink circle containing the number '5' next to it. The main form area contains three input fields: 'Current Password *', 'New Password *', and 'Confirm New Password *'. Each field has a pink circle with a number: '2' for the first field, '3' for the second, and '4' for the third. A question mark icon is located between the second and third fields, with a pink circle containing the number '1' and an arrow pointing to it. Each input field also has a small eye icon to its right for toggling visibility.

6. A system message appears. Do one of the following:
 - Select **Change Password**, to confirm the password change and then log in with the new password.
 - Select **Cancel** to stay logged in without changing your password.

The screenshot shows a system message dialog box with a blue header. The title is 'Change Password'. The text inside reads: 'You will be logged out of your current session once you change your password. Do you want to continue?'. At the bottom, there are two buttons: a white button with a blue border labeled 'CANCEL' and a solid blue button labeled 'CHANGE PASSWORD'.