



WORKFORCE ONE


Changing My Password

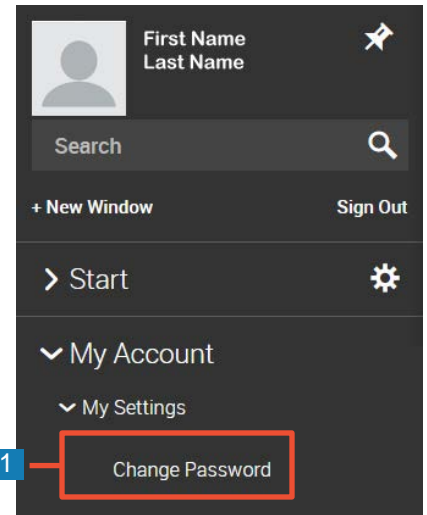


Changing My Password

Regularly changing your password is a good security practice. My Information provides access to change your password any time. This job aid describes the steps required to change your password.

Changing Your Password

- 1 Click **Show Menu**,  select **My Account > My Settings > Change Password**.
- 2 In the **Old Password** field, enter your current password.
- 3 In the **New Password** field, enter your new password.
- 4 In **Confirm New Password** field, enter your new password again.
- 5 Click **Change Password**.
- 6 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

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Warnings (1) [Hide All](#)

The New Password must be at least 8 characters long and contain at least **one of each** of the following character types:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol

New Password

Old Password* 2

3 New Password*

Confirm New Password* 4

