

## **Password Reset**

Users may reset their password by entering their current password and setting up a new password.

- 1. From **My Profile** click on the **Change Password** button.
- 2. Enter Password and click **Verify**.



## 3. Click Edit Profile.



Note: Users will be prompted to set up security questions if <u>Forgot Password</u> is not set up.



4. Enter current password, new password and confirm new password.

Change Password	
Password requirements: • At least 9 characters	
Current password	
New password	
Confirm new password	
Sign me out of all other devices. Learn more.	
	Change Password

5. Click Change Password.