



Change Your Password

Guidelines

- Passwords should be at least 3 and no more than 32 alphanumeric characters in length.
- Use a mixture of uppercase and lowercase letters and numbers.
- Spaces are not allowed.
- [Change an Expired Password, on page 1](#)
- [Additional Change Password Procedures, on page 1](#)

Change an Expired Password

To change your password if you have reached the Expired Password prompt:

-
- Step 1** Enter your old password. If it was not set by the system administrator, leave this field blank.
 - Step 2** Enter your new password.
 - Step 3** Enter your new password again for verification and click **Apply**.
-

Additional Change Password Procedures

Change your password by performing the following tasks:

-
- Step 1** Choose **Configure > Users**.
 - Step 2** Click your name in the list of users.
 - Step 3** Ensure that **Password specified below** is selected in the Password options field.
 - Step 4** Enter your new password.
 - Step 5** Enter your new password again for verification and click **Apply**.
-

