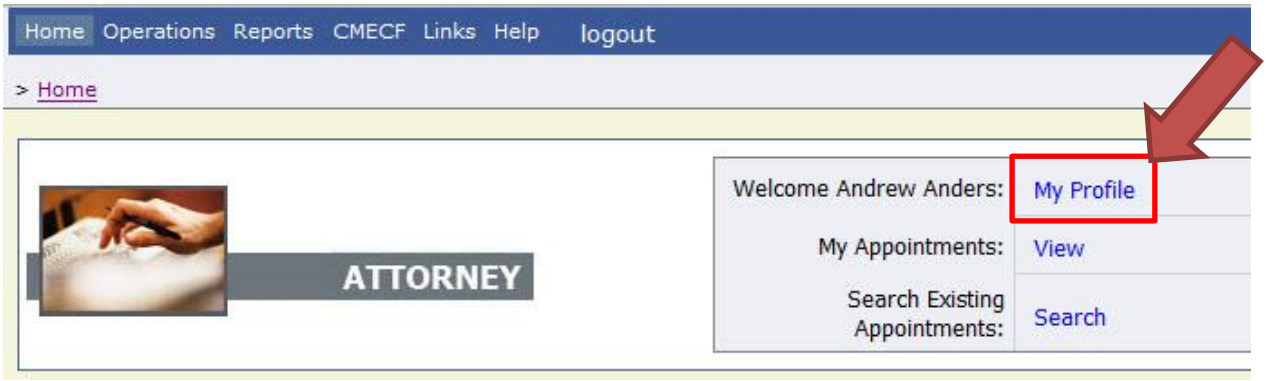
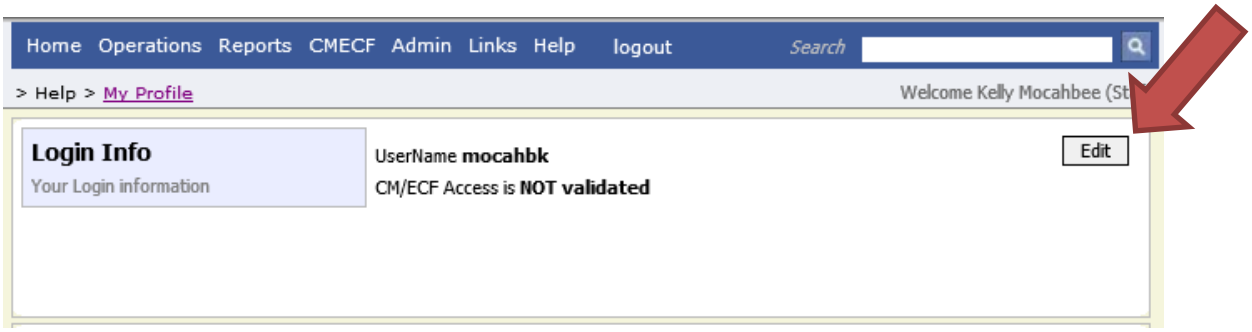
Changing Your Password

Your Password can be accessed in your Profile. You will find a link to your Profile near the top of your Home page and can also find a link under the Help menu.

1. On the Home page, click **My Profile**

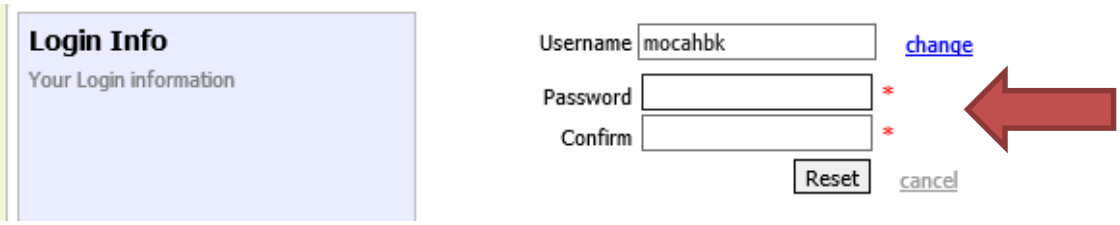


2. From your Profile Page, click the Edit button to the right of the Login Info.

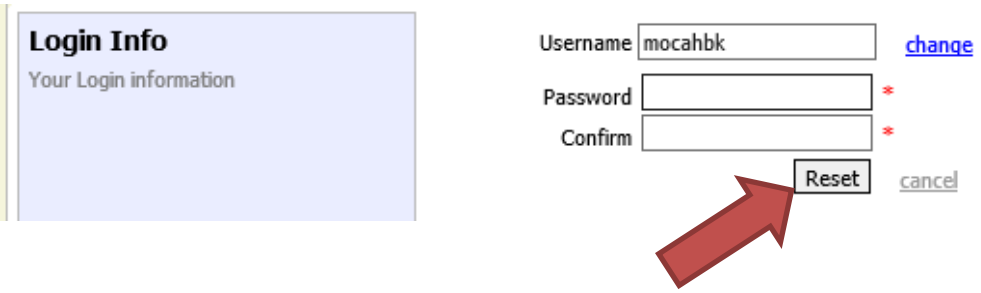
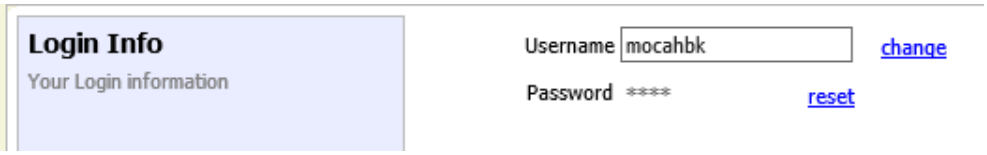


3. Click **reset.**

4. The screen will change to allow you to enter and confirm the new password. Your new password must meet the following complexity rules:
    a. At least 8 characters long
    b. Include a capital letter
    c. Include a lower-case letter
    d. Include a number
    e. Include a special character (e.g. $, %, #)



5. Click the Reset button to save the change



6. The screen should look like the screen below with **** displayed. If it does not, repeat steps 3 through 5.