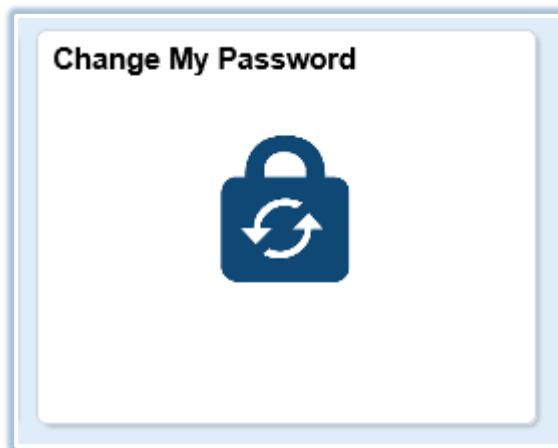


To change your Current Password, on the Home Page click on **Change My Password** tile.

Complete the following:

- A. Enter in Current Password
- B. Enter in New Password
- C. Enter in the New Password again in the Confirm Password field
- D. Click on Change Password



### Change Password

User ID: MELANIHI  
Description: HILL, Melanie

\*Current Password:

\*New Password:

\*Confirm Password:

D

#### Password Requirements

**Password Policy:**

- Password must be minimum 8 character long
- Contains at least one Uppercase character (A through Z)
- Contains at least one Special character (~!@#%&\* \_+=`|\\{}[]:;'"<>.,?)
- Contains at least one digit (0 through 9)
- New Password must not be same as last 8 passwords
- Password age - Minimum - 1 Day and Maximum - 60 Days

Pl. note that 3 invalid attempt to change the password will lock the CPFS user Account.