

Change Password (Cambiar contraseña)

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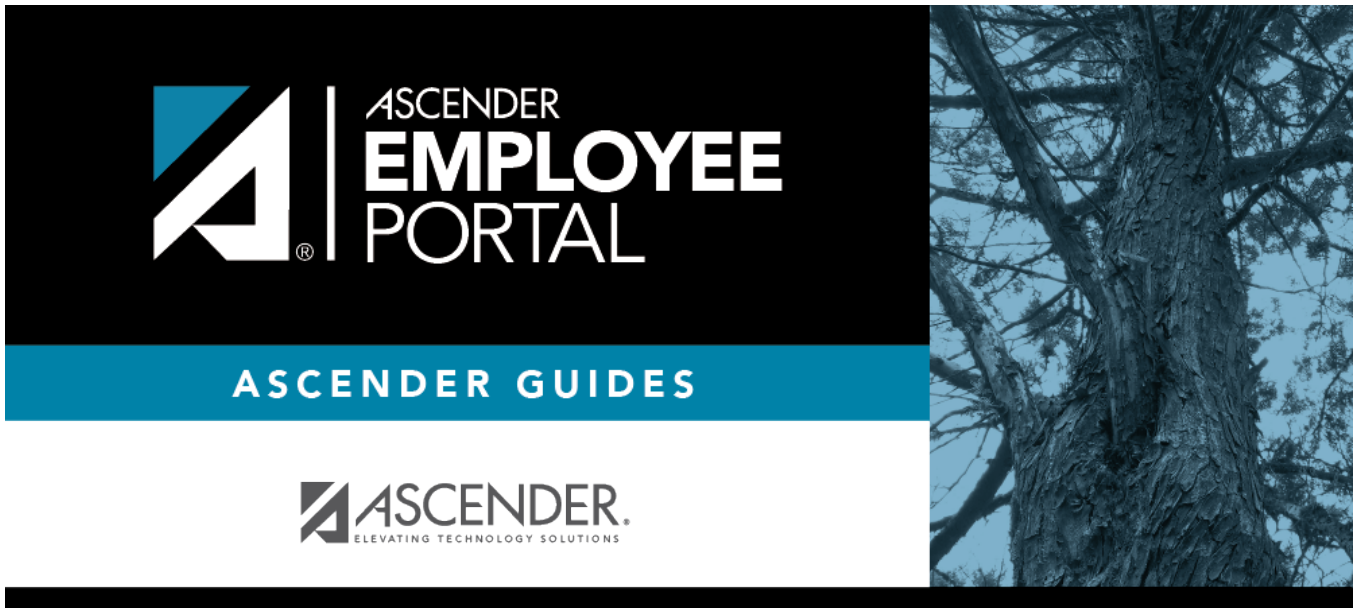
Change Password 1

Change Password

Click **Change Password**. The Change Password window opens.

| Field | Description |
|-------------------------|---|
| Old Password | Type your current EmployeePortal password. |
| New Password | Type a new password. Requirements: <ul style="list-style-type: none">• 8-46 alphanumeric characters• Three of the following: uppercase, lowercase, numeric, and special characters• Case-sensitive |
| Confirm Password | Retype the password that you typed in the New Password field to confirm your new password. |

Click **Submit** to update your current password to the new password. Otherwise, click **Cancel** to close the window without saving any changes. You will receive a confirmation email message notifying you that your password changed.



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