# Change Password (Cambiar contraseña)
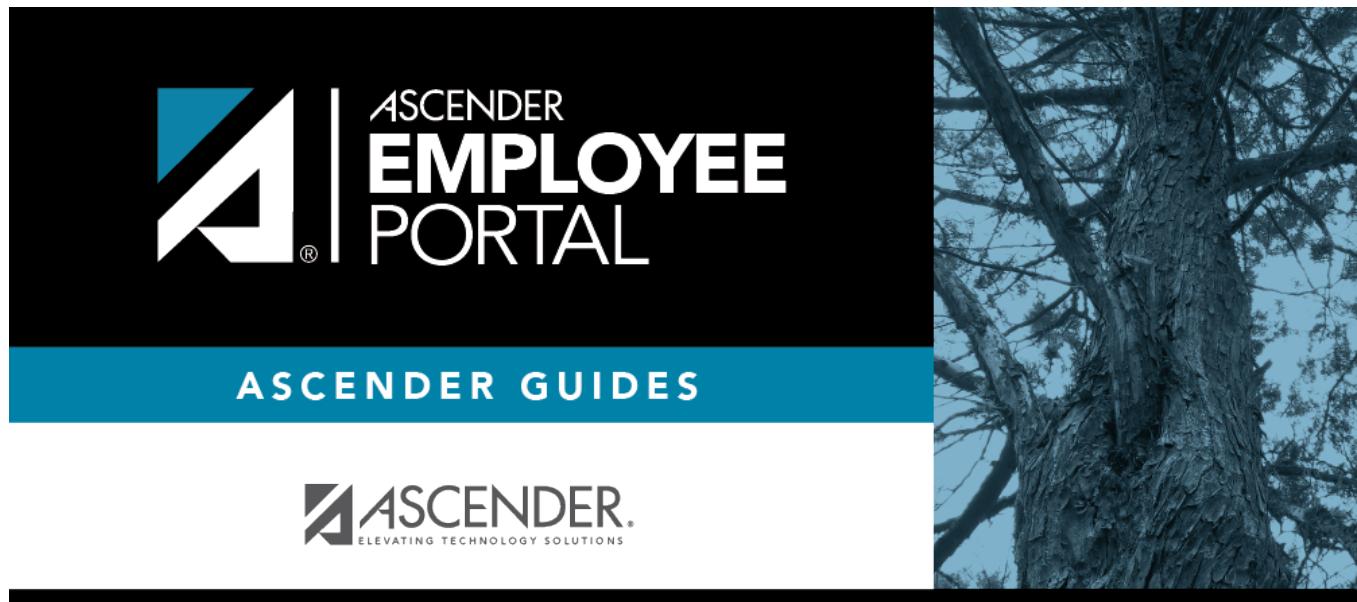
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# Change Password

This page is used to change your current password. If you forgot your password, use the Forgot Password page to reset your password. If you are locked out of your account, contact your EmployeePortal district administrator.

## Change your password:

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

| Field | Description |
|---|---|
| **Old Password** | Type your current EmployeePortal password. |
| **New Password** | Type a new password.<br><br>Requirements:<br><br>• 16-46 alphanumeric characters<br>• Three of the following: uppercase, lowercase, numeric, and special characters<br>• 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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