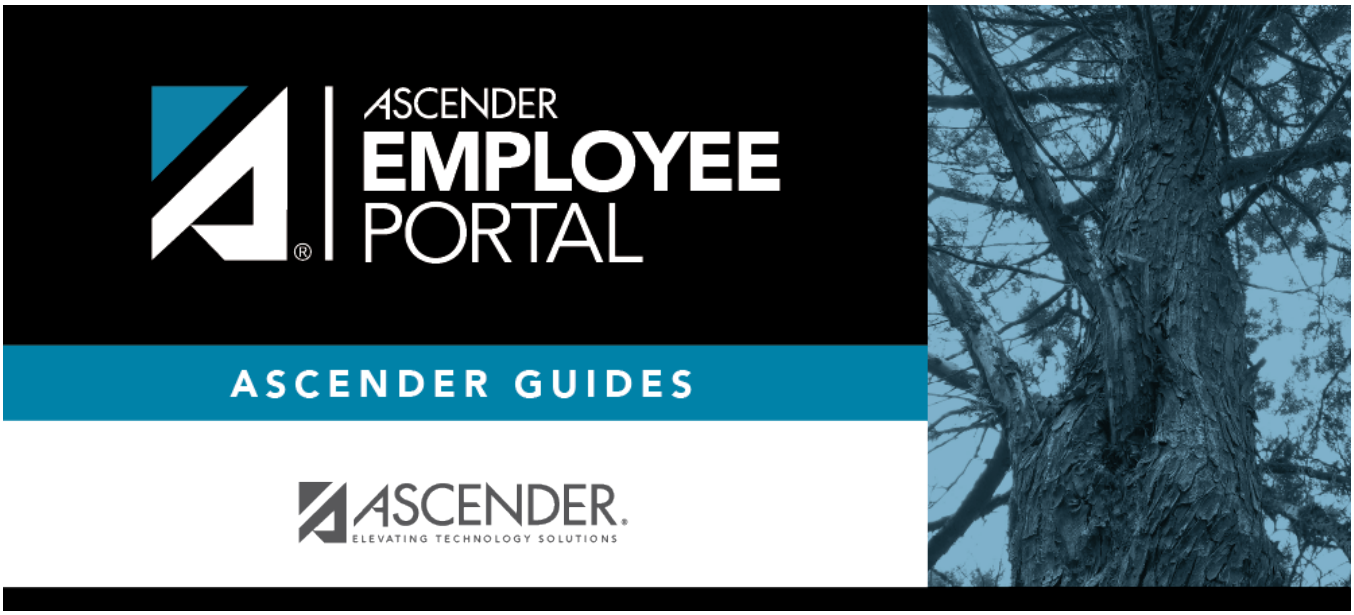
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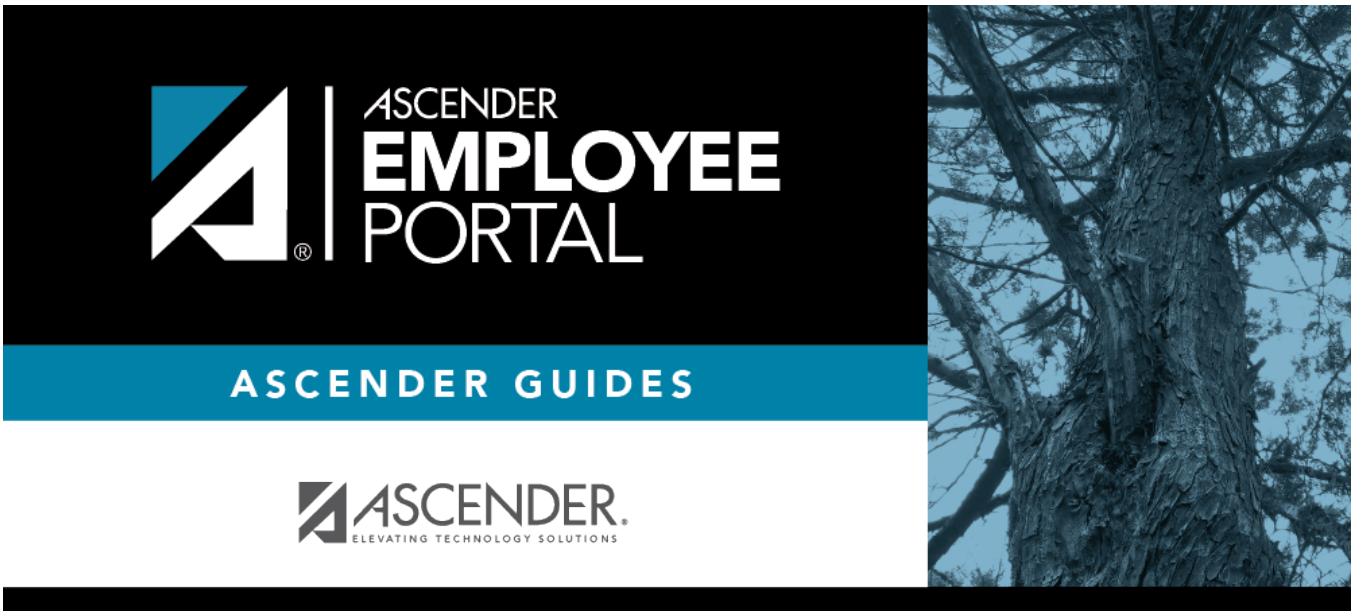
❑ Click **Change Password**. The Change Password window opens.

| | |
|---|---|
| **Old Password** | Type your current EmployeePortal password. |
| **New Password** | Type a six-to-nine alphanumeric password. The password must contain at least one uppercase letter, one lowercase letter, and one number. |
| **Confirm Password** | Retype the six-to-nine alphanumeric password that you typed in the **New Password** field. |

❑ Click **Submit** to update your current password to the new password. Otherwise, click **Cancel** to close the window without saving any changes.

An email message is automatically sent to your email address to notify you that your password changed.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