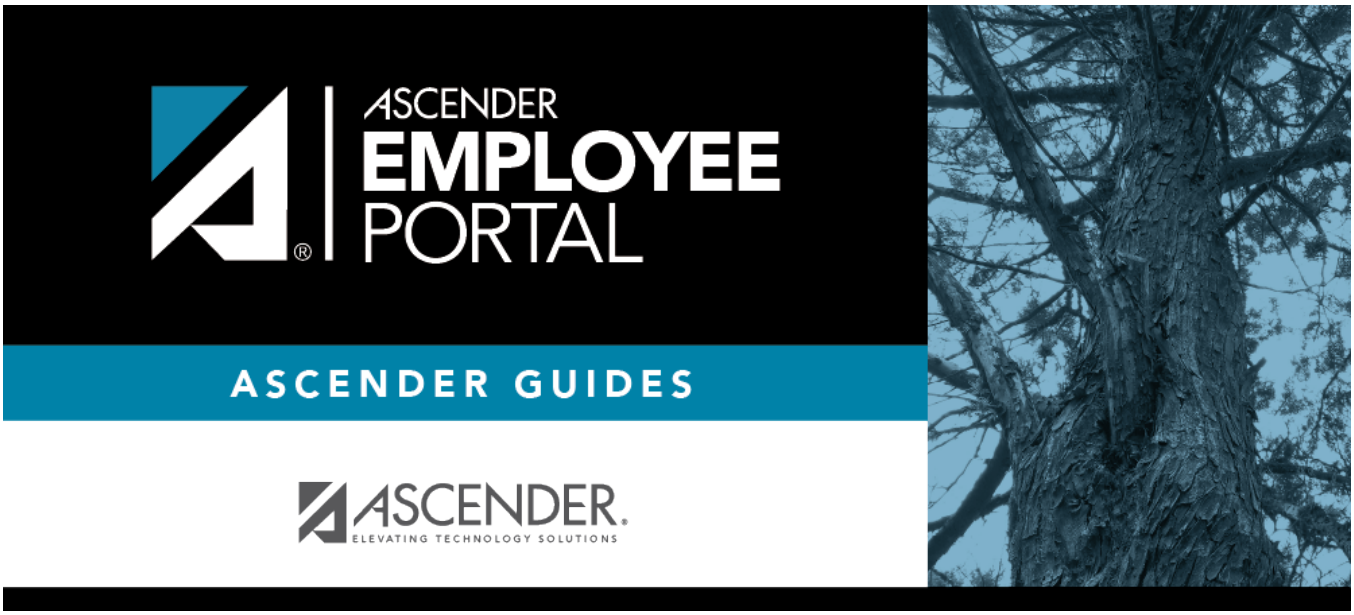
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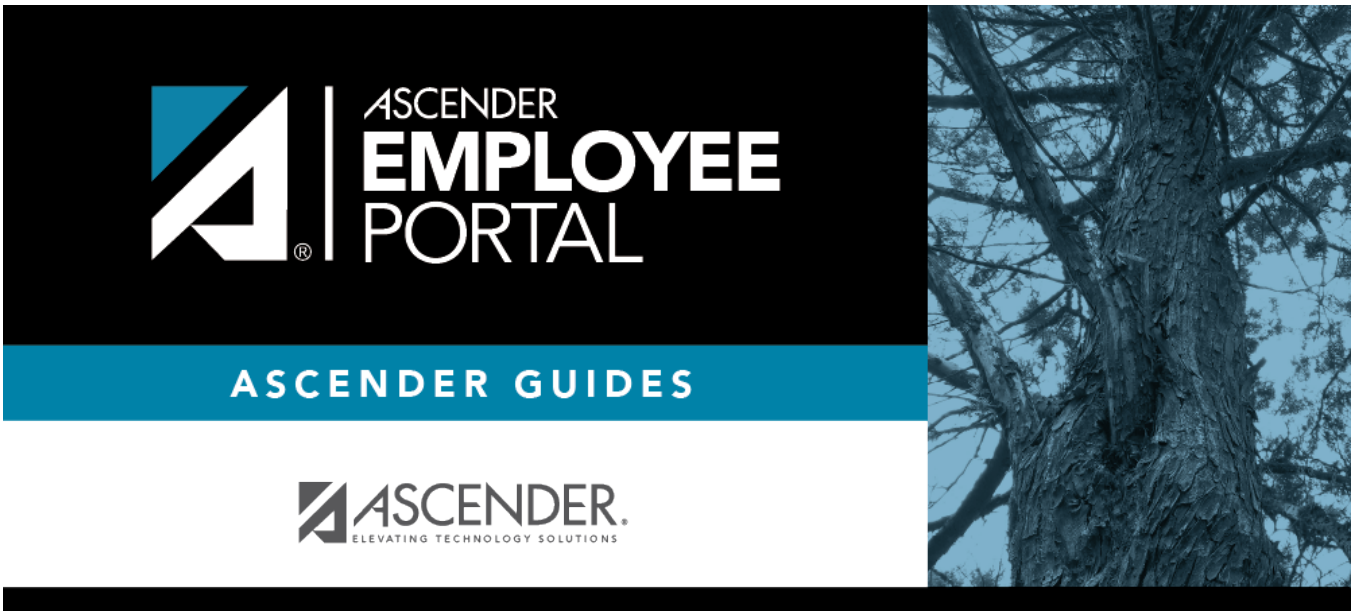
❑ Click **Change Password**. The Change Password window opens.

Old Password	Type your current EmployeePortal password.
New Password	Type a new password. Requirements: • 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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