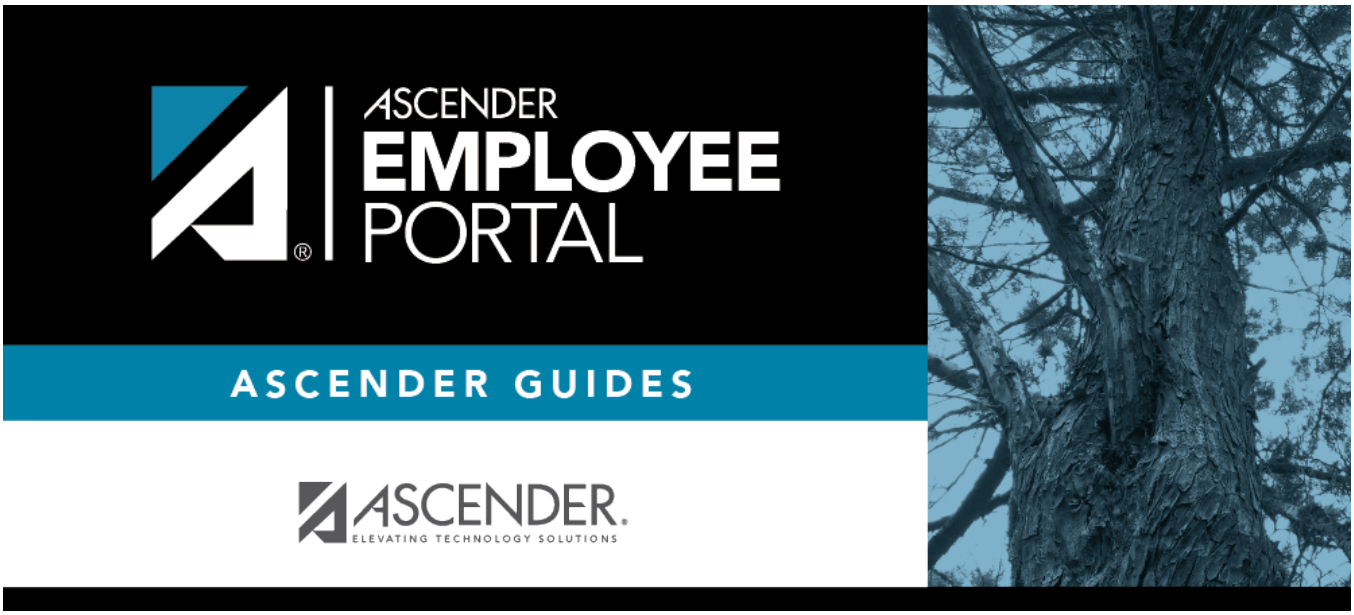

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Change Password 1

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 LEA's EmployeePortal administrator.

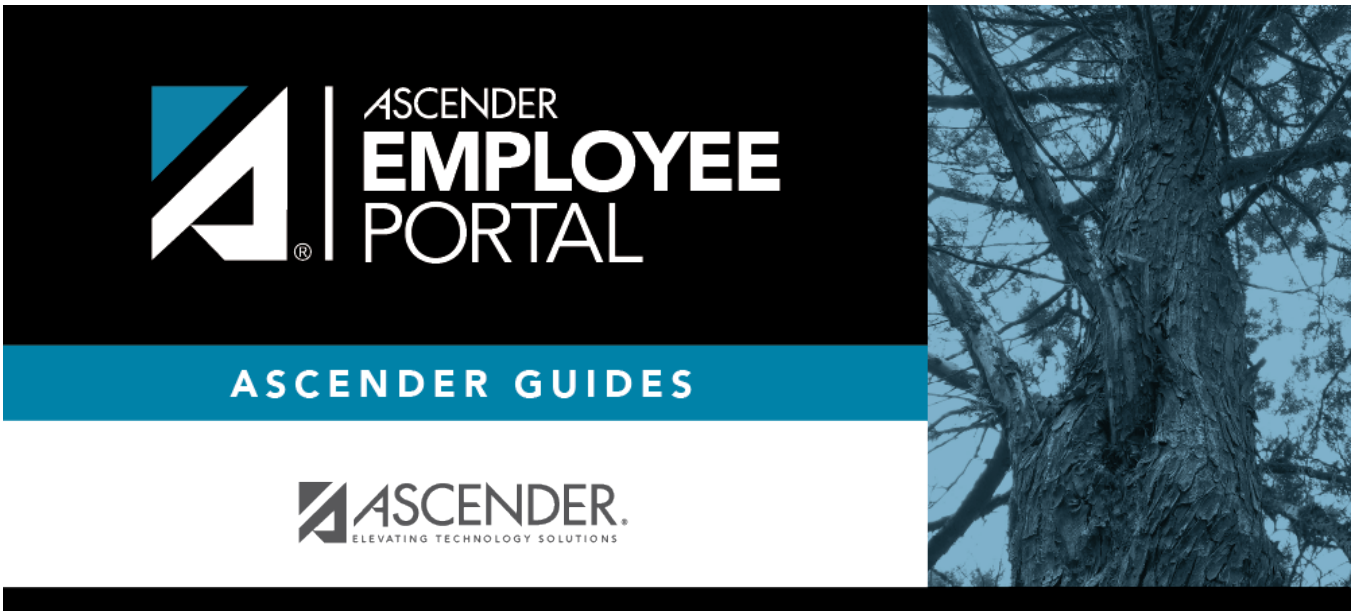
Access the EmployeePortal link provided by your LEA. When you access EmployeePortal, the Login page is displayed. After you have successfully logged on to the portal, the EmployeePortal home page is displayed. Click your name in the upper-left corner or click  at any time to access the Self-Service Profile page.

Change your password:

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

Field	Description
Old Password	Type your current EmployeePortal password.
New Password	Type your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: • Uppercase letters (A–Z) • Lowercase letters (a–z) • Numbers (0–9) • At least one allowed special character Forbidden characters: space, !, ?, *, &, ^
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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