## Change my Password

1. In the menu on the left, click **Change My Password**.

2. Enter your current password.

3. Enter your new password.  
   **Note:** Your new password must use the following password rules:  
   - Case-sensitive  
   - Minimum of 8 characters, can be more  
   - At least 1 special character ( ! @ $ % ^ & *)  
   - At least 1 number (0-9)  
   - Cannot match User ID

4. Confirm your new password.

5. Click **Change Password**