A Quick Reference Guide

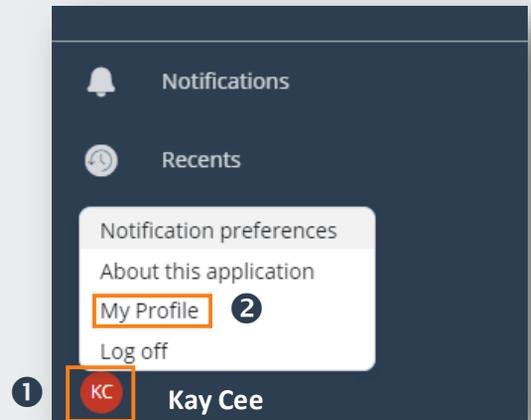## Changing your password

Changing your password

The platform will request that you change your password every three months. The request will appear when you log on

However, there may be times when you want to change your password. This can be done by you after you have logged on
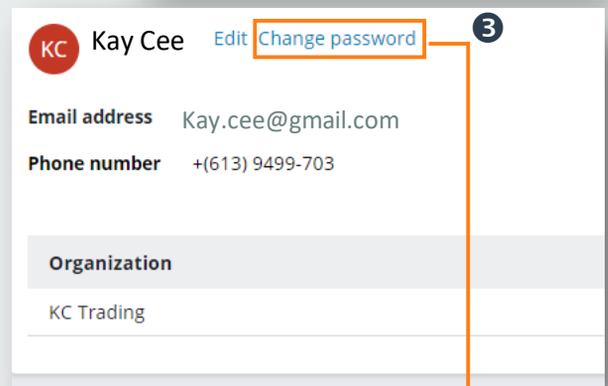
To access your password

Click on:

1. Your initials at the bottom left of your screen

2. My Profile

3. Change password

To change your password

- Complete each field as requested in the Change Password screen

- When done click the **Submit** button. You will receive a success message

- To avoid errors such as the one below, make sure you comply with the platform's password minimum requirements.

See below:

➲ Minimum password length = 10
➲ Minimum numeric [0-9] characters required = 1
➲ Minimum alphabetic [a-z A-Z] characters required = 1
➲ Minimum special [` ~ ! @ # $ % ^ & * ( ) _ + - = [ ] | \ : " ; ' < > ? , . /] characters required = 1