

Changing Your Password Lesson

Step	Action
1.	Click the Actions link. 
2.	Click the My System Options link. 
3.	Click the Change Password link. 
4.	Enter your current password in the Old Password field.
5.	As of January 1st, 2011, when you change your password it must meet the following requirements: <ul style="list-style-type: none"> • Must be 8-10 characters in length • Must contain at least one special character (!,@,#,\$,%,&,*,_) • Must contain at least one alpha character and one number • Passwords expire every 90 days • Cannot repeat the same character sequentially more than 2 times • First character can be alpha or numeric • Passwords are NOT case sensitive • Must use 10 other passwords before you can use the same one again
6.	Enter your new password in the New Password field.
7.	Enter your new password again in the New Password - Verify field.
8.	Click the OK button. 
9.	Click the OK button. 
10.	Next time you sign onto the Payroll & Financial Center use your new password. You have successfully completed this lesson. End of Procedure.