

## **Changing Your Password**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Changing Your Password

### Changing Your Password Overview

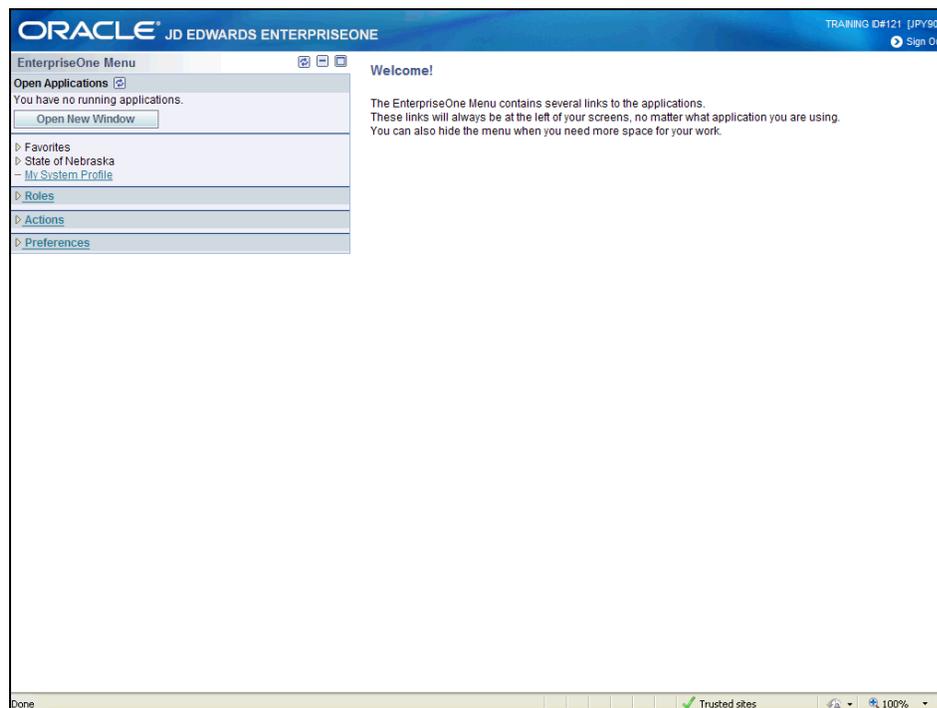
Your Payroll & Financial Center password is not the same as your network password. You will be prompted every 90 days to change your Payroll & Financial Center password, or you may decide to change it on your own. To maintain system security, change your password regularly.

**Note:** Changing your Payroll & Financial Center password does *not* change your password for the other systems on LINK. You will need to maintain all of your passwords separately.

### Changing Your Password Lesson

#### Procedure

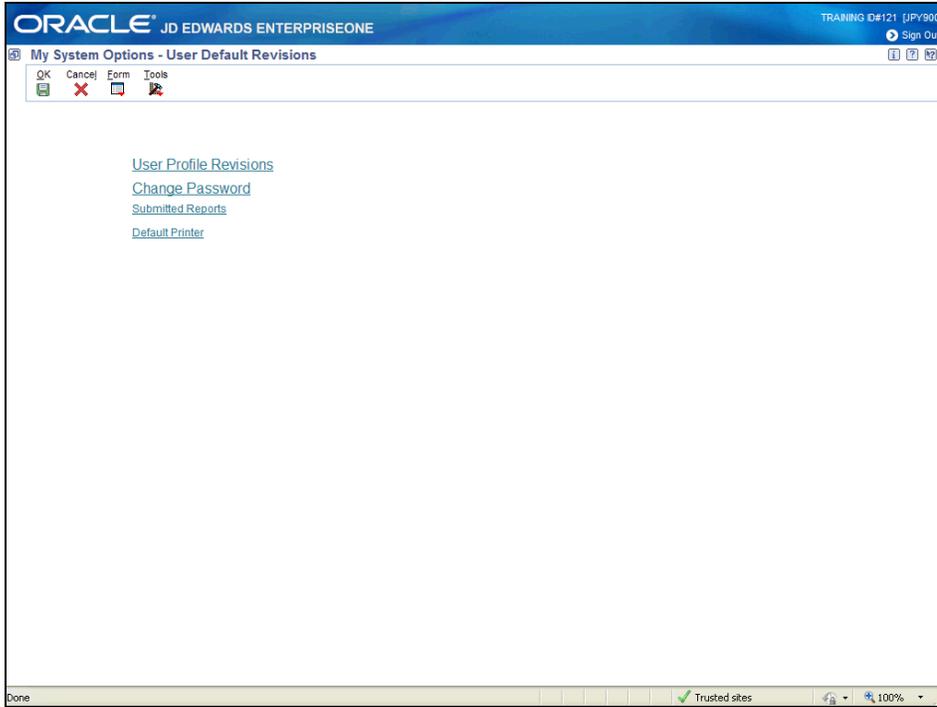
In this lesson you will learn the steps to take to change your password in the Payroll & Financial Center.



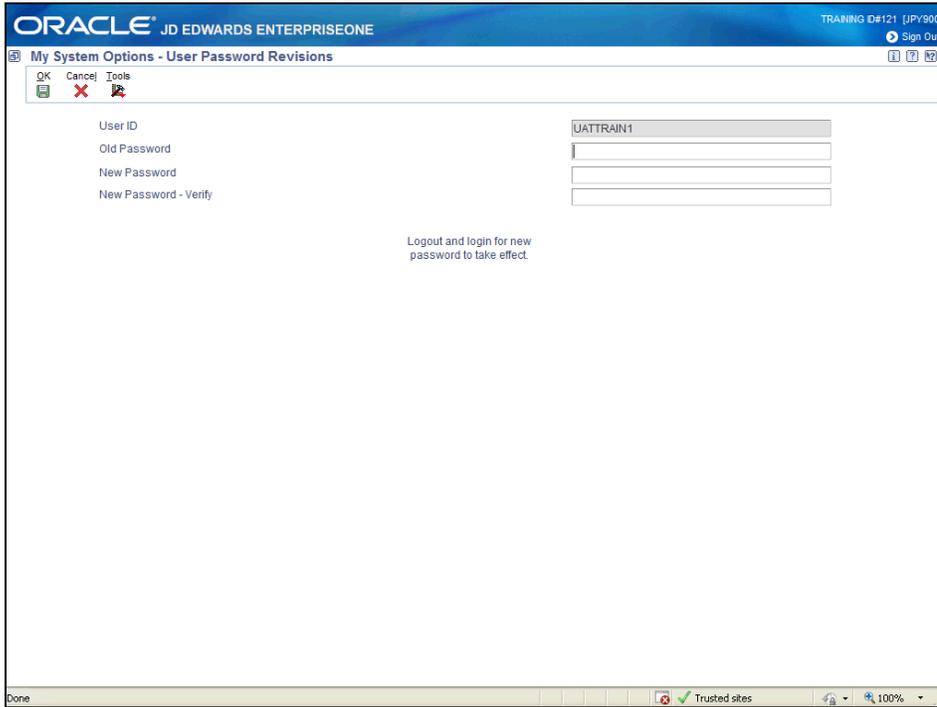
Step	Action
1.	Click the <b>Actions</b> link. 
2.	Click the <b>My System Options</b> link. 

# Training Guide

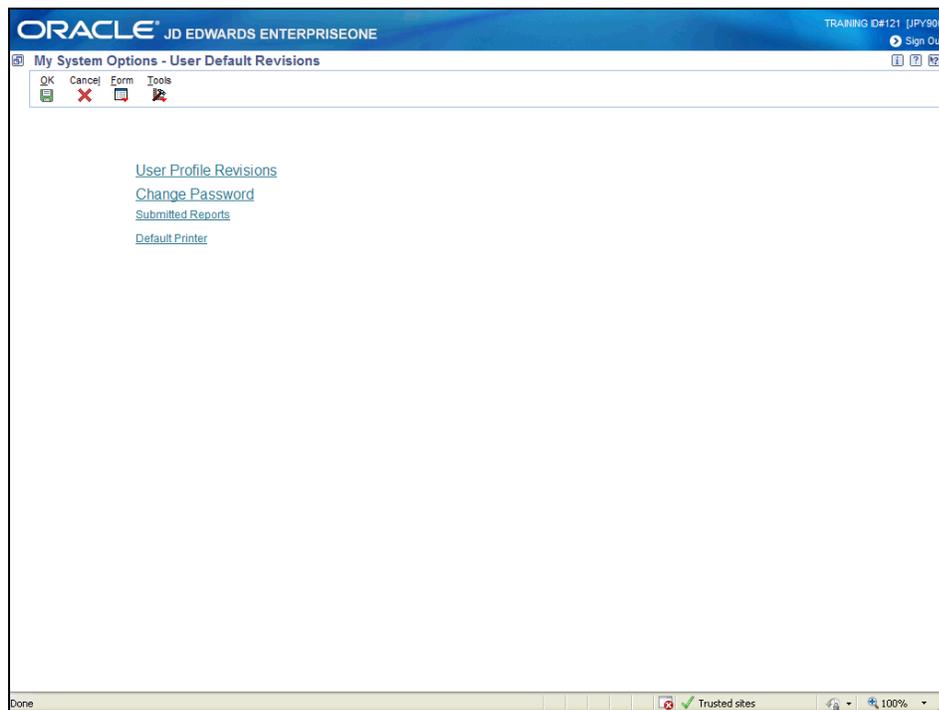
## Changing Your Password



Step	Action
3.	Click the <b>Change Password</b> link. <a href="#">Change Password</a>



Step	Action
4.	Enter your current password in the <b>Old Password</b> field.
5.	As of January 1st, 2011, when you change your password it must meet the following requirements: <ul style="list-style-type: none"> <li>• Must be 8-10 characters in length</li> <li>• Must contain at least one special character (!, @, #, \$, %, &amp;, *, _)</li> <li>• Must contain at least one alpha character and one number</li> <li>• Passwords expire every 90 days</li> <li>• Cannot repeat the same character sequentially more than 2 times</li> <li>• First character can be alpha or numeric</li> <li>• Passwords are NOT case sensitive</li> <li>• Must use 10 other passwords before you can use the same one again</li> </ul>
6.	Enter your new password in the <b>New Password</b> field.
7.	Enter your new password again in the <b>New Password - Verify</b> field.
8.	Click the <b>OK</b> button. 



Step	Action
9.	Click the <b>OK</b> button. 

# Training Guide

## Changing Your Password



Step	Action
10.	Next time you sign onto the Payroll & Financial Center use your new password.  You have successfully completed this lesson. <b>End of Procedure.</b>