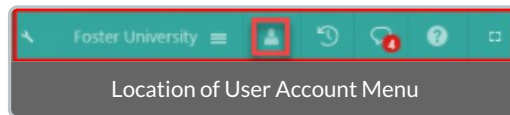# Changing Password

Last Modified on 22/10/2020 9:57 am AEDT

You can change your password at any time.

To change your password:

1. Navigate to the User Menu in the top right corner

2. Select the User Account icon. The menu appears.

3. Select **Change password**. The Change password dialog appears.

4. Type the old password, and then type the new password. Re-enter your new password in the**Confirm password** field.

5. Select **OK** to save changes.

Location of User Account Menu

The new password can only be set as defined in the Password Policy rules.