

# Password Change Instructions

## 1. In Homepage:

- Go to **Resources**
- Click on **My Setup**



## 2. Click on **Edit** located next to Account Information.

The image shows a user profile page. At the top, there is a 'Language' section with a dropdown menu set to 'English' and a 'Refresh' button. Below this are two main sections: 'Personal Information' with 'Show' and 'Edit' links, and 'Account Information' with 'Hide', 'Edit' (highlighted in yellow), and 'Delegate' links. Under 'Account Information', there are fields for 'User Name', 'Password Information', 'Password' (masked with asterisks), 'External User Identifier', 'External User ID', and 'Configuration Profile' (set to 'Recruiter').

## 3. In the password field:

- Remove the existing password.
- Type in new password which meets the new password requirements criteria (In both password and confirm password fields).
- Give your current password in current logged in user password field and click on SAVE.

The screenshot shows an 'Account' settings page. At the top is the title 'Account'. Below it is a field for '\* User Name' with a greyed-out input box. Underneath is the 'Password Information' section, which contains three fields: '\* Password', '\* Confirm Password', and '\* Current logged-in user password'. The first two fields are highlighted in yellow, and a red arrow points from them to the right. The third field is empty, and a red arrow points from it to the right. To the right of the first two fields is the text: 'Remove the existing password, give your new password and confirm password'. To the right of the third field is the text: 'Type in your current password in current logged-in user password field'. Below the password fields is a 'Configuration Profile' dropdown menu with 'Recruiter' selected. At the bottom left are 'Save' and 'Cancel' buttons. Below the buttons is the text: 'Click on **SAVE** to save the password changes'.

4. Once it is saved you will be logged out and redirected to sign-in page.

In sign-in page:

- Type in your username and new password to sign-in.

### **New Password Requirements:**

Please note new passwords must meet the following criteria:

- It should contain minimum of 8 characters
- It should contain at least 1 lower case letter (a, b, c...)
- It should contain at least 1 number (1,2,3...)
- It should contain at least 1 special character (#, !, \$,...)
- It should not contain any personal identifiable

Example: [happy?123, pick!e18](#)