Password Change Instructions

1. In Homepage:

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

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

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.

Account

* User Name

Password Information

* Password

Remove the existing password, give your new password and confirm password

* Confirm Password

* Current logged-in user password

Type in your current password in current logged-in user password field

Configuration Profile

Recruiter

Save   Cancel

Click on **SAVE** to save the password changes

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

   <u>In sign-in page:</u>

   • 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