Module 30 – Change Password

You can change your password at any time. To do this, let you mouse hover over the ‘My Profile’ tab. Your password must be at least 8 characters long, must contain a symbol other than a character or number, and must be different than your user name.

Select ‘Change My Password’ from the drop down list.

Enter your current password and then type your new password and retype it to confirm it.

Complete the process by clicking ‘Submit’ to change your password or ‘Cancel’ to exit without changing your password.

No confirmation of the password change is provided so just use your new password the next time you log on to the e-Flex system.