

Change Password

Description: In this topic, the user will learn how to change a password in DCI.

Role Required: Employee (base user)

Permission Required: N/A

1. Log in to the DCI web portal
2. Click the **username** in the upper right-hand corner of the page which is indicated with a person icon
3. Click **Settings** on the drop-down menu
4. Click **Change Password** on the submenu
5. Enter the current password
6. Enter **New Password** according to the following password criteria
 - a. Must be at least 10 characters
 - b. Must contain 1 uppercase letter, lowercase letters, numbers, and special characters.
 - c. Must not contain more than two repeated characters in a row
 - d. The password should be different from the 3 previous passwords
 - e. Password should not contain the user's account name or parts of the user's full name that exceed two consecutive characters
7. Enter the new password again to confirm
8. Click the blue **Change Password** button
9. Click **Yes** to confirm

If successful, a green bar stating, "Password Changed Successfully!" will display briefly.

Related articles

- [What are the password requirements in DCI?](#)
- [Change Password](#)
- [Authentication Guide](#)
- [Password Reset](#)
- [Mobile App - Logging into the Mobile App](#)