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