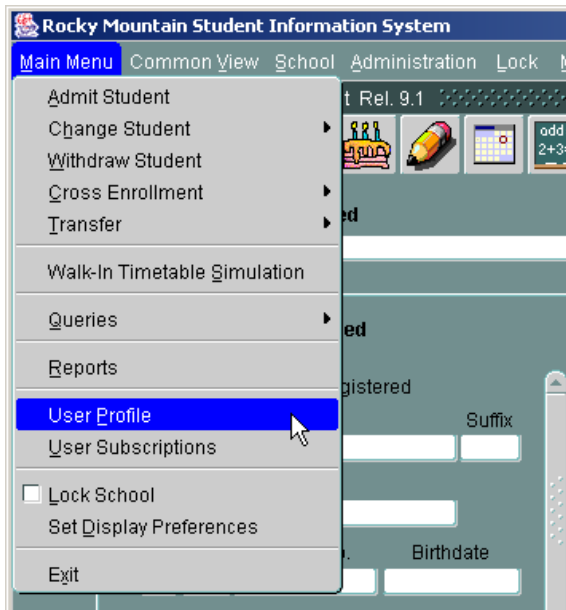


## Changing Your Password

From the Start Screen select Main Menu>User Profile



In the window below you do not need to enter an email address.

A screenshot of the 'Oracle Change Password' window. The title bar reads 'Oracle Change Password'. The main content area is titled 'Changing Password For: DLEVINE6'. It contains four input fields: 'Enter your old Password:', 'Enter your new Password:', 'Verify your new Password:', and 'User E-mail Address:'. The 'User E-mail Address' field is currently empty. At the bottom right of the window are icons for a printer and a help document.

There will be a message if the change was successful

Keep in mind that passwords must contain:

8 to 14 characters

At least one digit, 0 – 9

At least one special character, \$, \_ , # (this cannot be at the beginning)