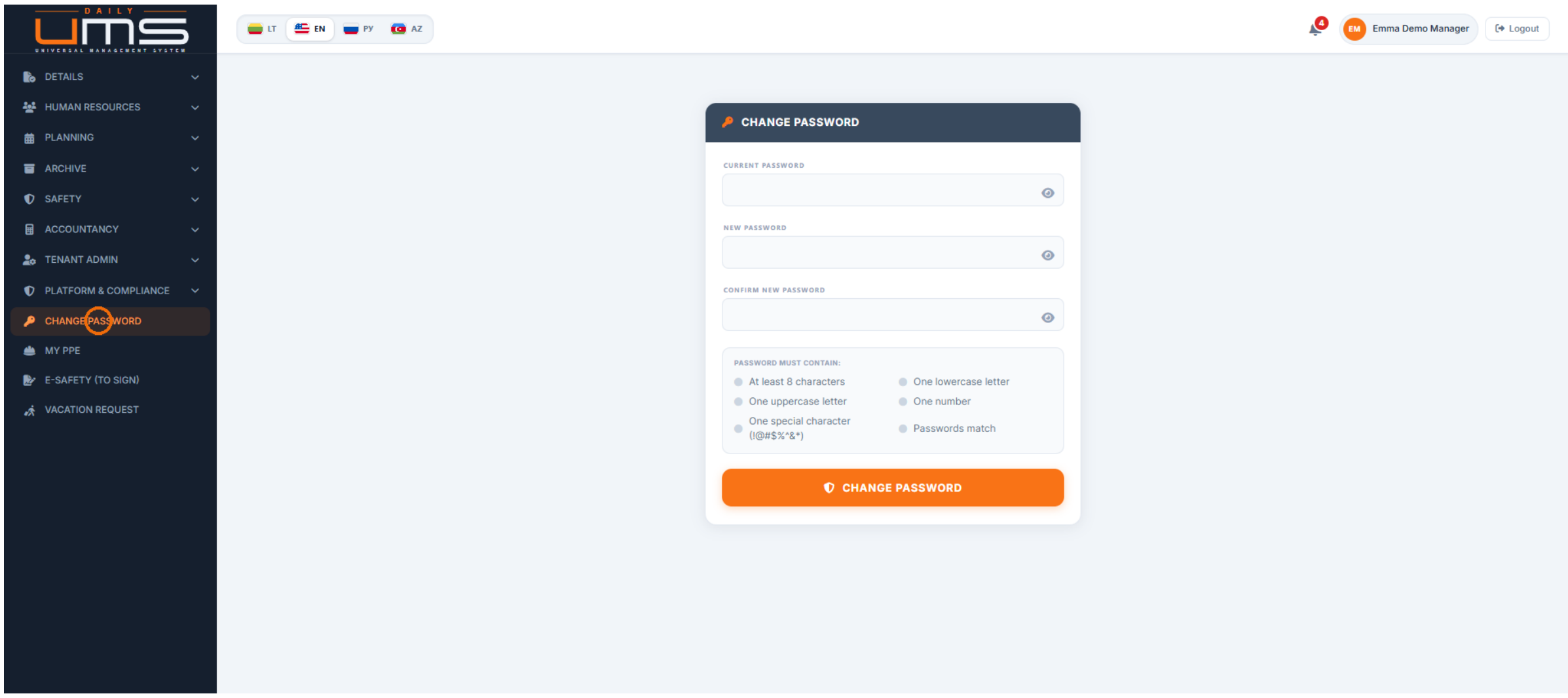
Change My Password

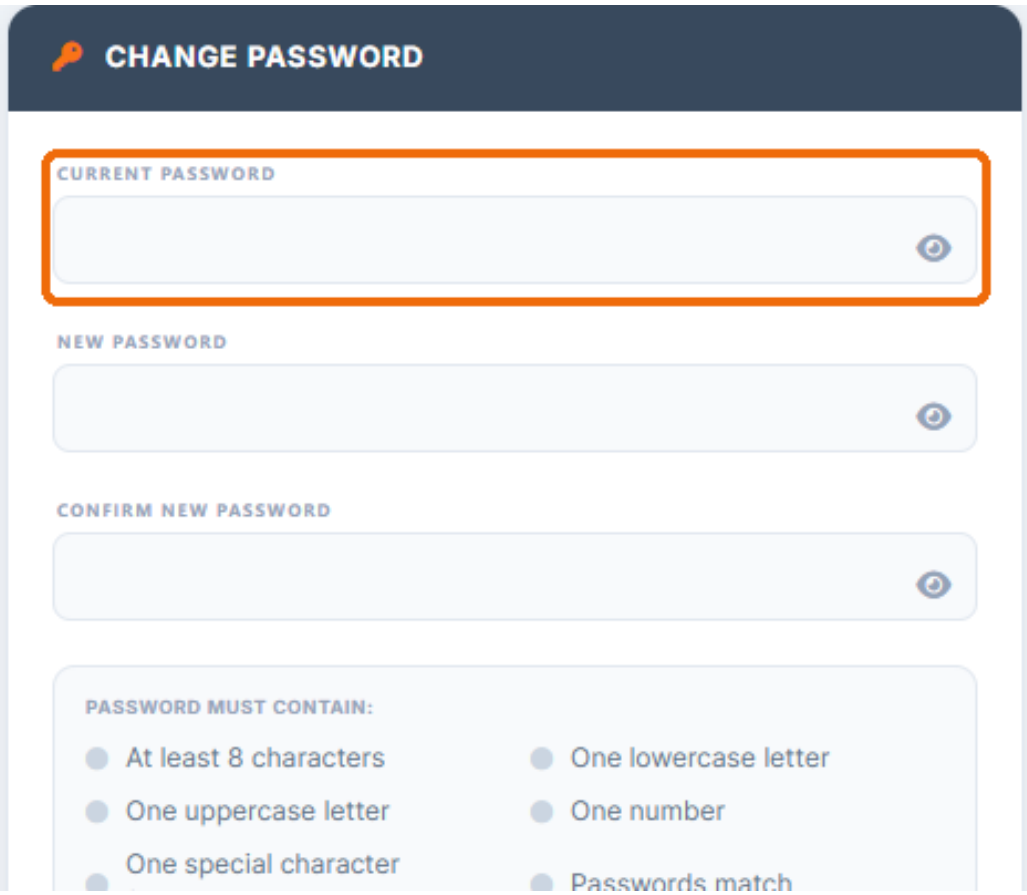
Open Change Password



Open CHANGE PASSWORD in the side menu. It sits in the personal part of the menu, next to My PPE, E-Safety (to sign) and Vacation request. Every signed-in user can open it, whatever their role. The page changes only your own password. Nothing is saved until you press the orange button at the bottom.

Change My Password

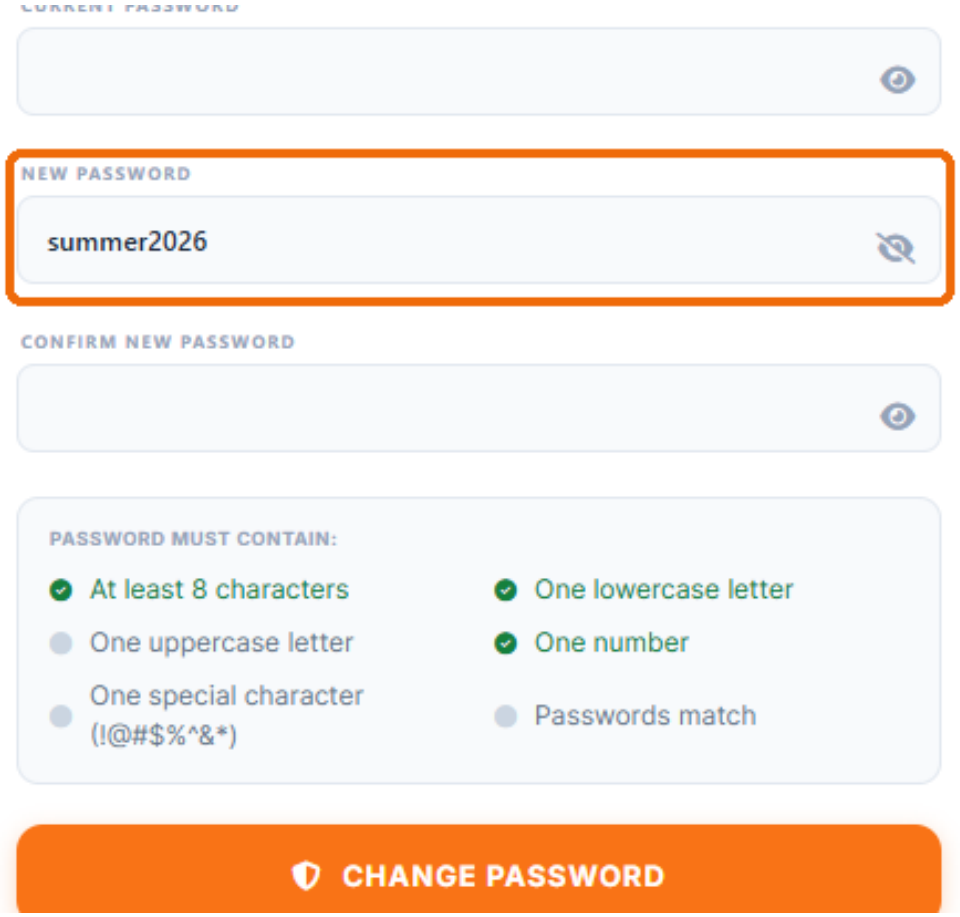
Enter your current password



Type the password you use today in CURRENT PASSWORD. The system checks it when you save: if it is wrong, the password is not changed and an error is shown above the fields. If you have forgotten your current password, you cannot use this page; ask your administrator to reset it. The administrator's reset emails you a new password.

Change My Password

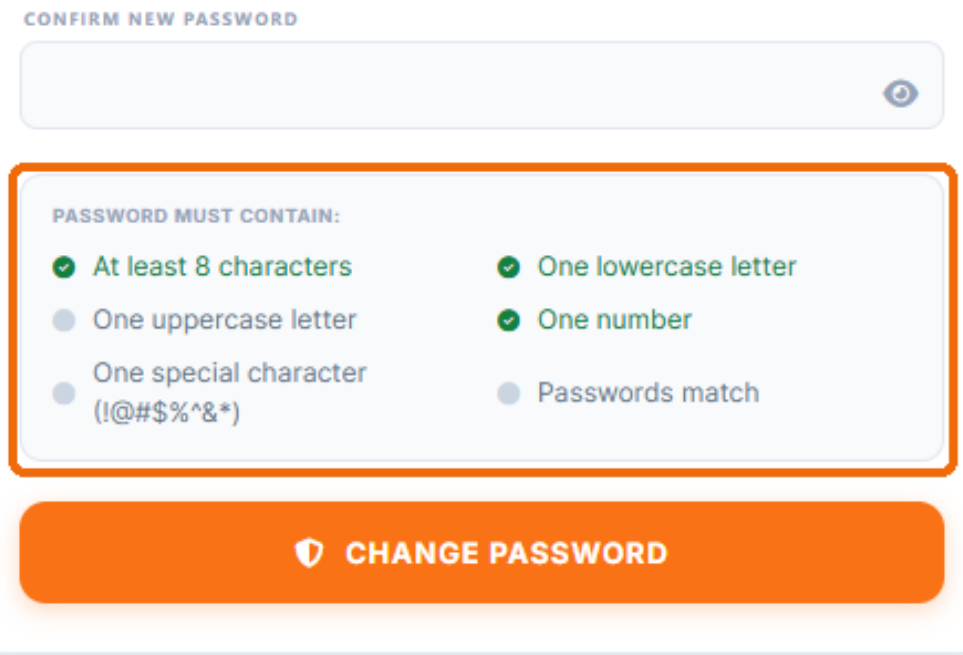
Type a new password



Type your new password in NEW PASSWORD. The checklist under the fields updates with every key you press, so you see at once what is still missing. In this example the password summer2026 is long enough and has lowercase letters and numbers, but it has no uppercase letter and no special character yet.

Change My Password

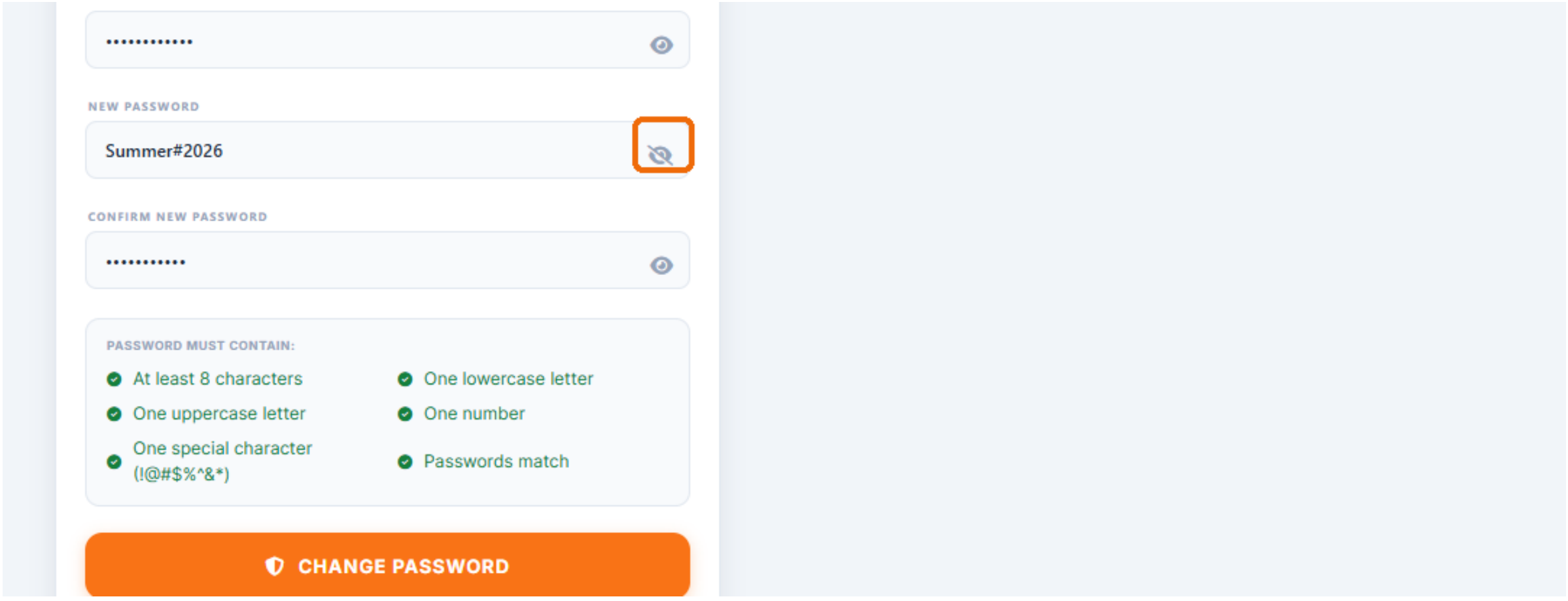
Meet every rule



The new password must contain at least 8 characters, one lowercase letter, one uppercase letter, one number and one special character from this set: ! @ # $ % ^ & *. The last rule, Passwords match, turns green when the confirmation is the same as the new password. The same rules are checked again on the server when you save, so a weak password is never accepted.

Change My Password

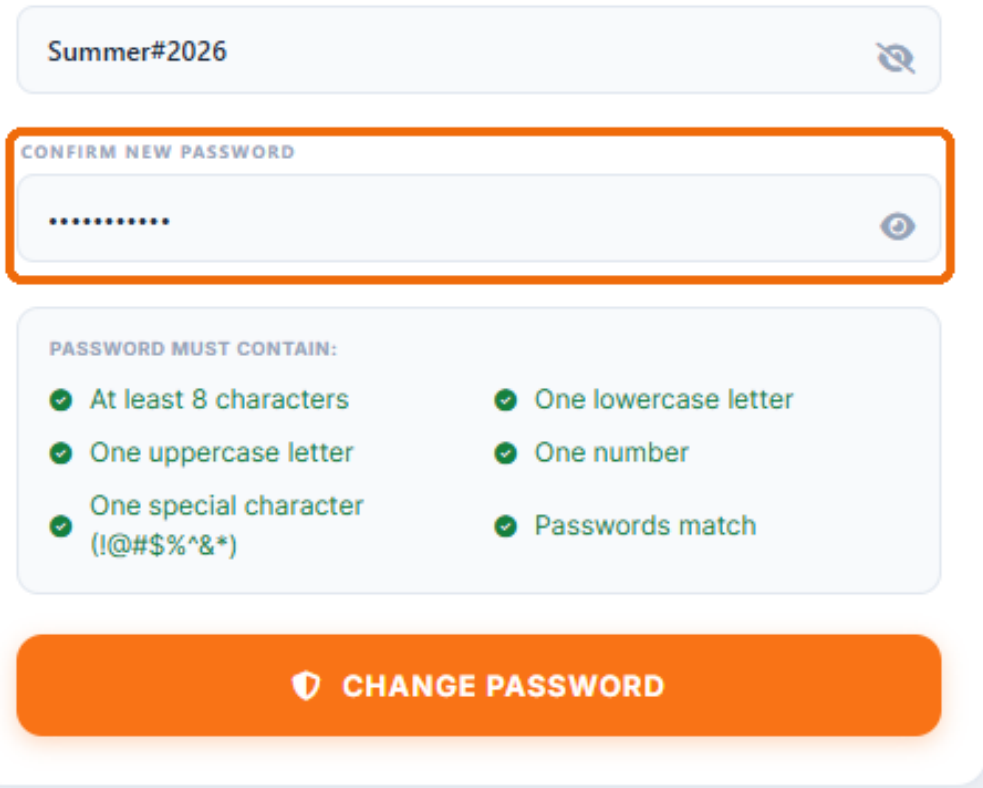
Show or hide what you typed



Each field has an eye icon on the right. Click it to show what you typed as plain text, and click it again to hide it. Here the new password Summer#2026 is shown, so it can be checked for typos. Make sure nobody is looking at your screen while a password is visible.

Change My Password

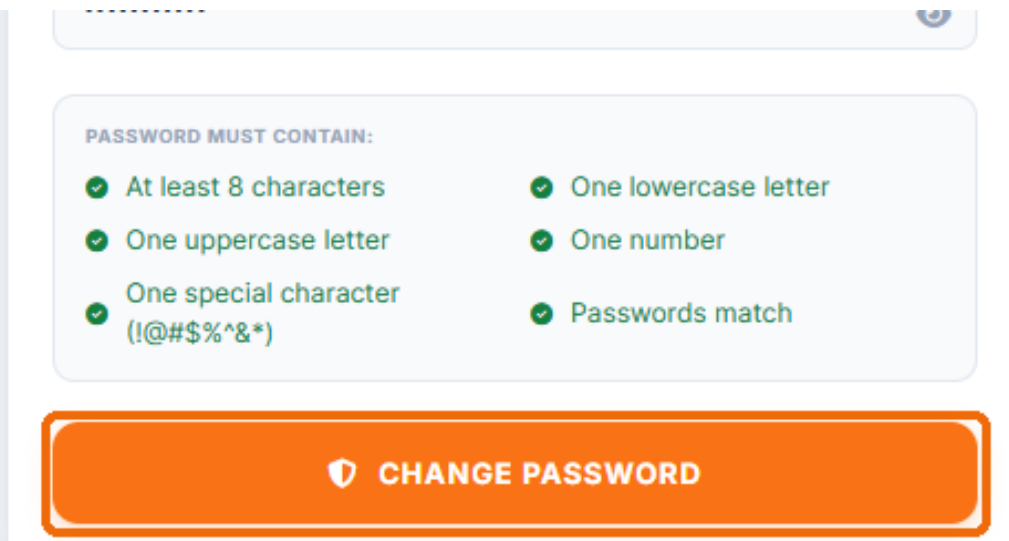
Confirm the new password



Type the same new password again in CONFIRM NEW PASSWORD. This protects you from a typing mistake you would only notice at your next login. When both fields are the same, Passwords match turns green. Now every rule in the checklist is green.

Change My Password

Save the new password



Press CHANGE PASSWORD. The system checks your current password and the rules. If something is wrong, a red message explains it and nothing is changed. On success a green message says: Your password has been changed successfully. The fields are cleared, you stay signed in on this device, and from now on you log in with the new password.