

Resetting Colleague Passwords

If you are presented with the Password Expiration box, we suggest that you determine a new password before clicking on OK. The change password prompt will expire after a number of minutes and you are limited to 3 attempts to change before you have to start over.

The image shows a 'Change Password' dialog box with the following fields and buttons:

- User ID:** mousem
- Current Password:** masked with asterisks
- New Password:** masked with asterisks
- Confirm New Password:** masked with asterisks
- Buttons:** Submit, Cancel

Please see the [Colleague Password Complexity](#) for acceptable passwords.