

How to change your Password

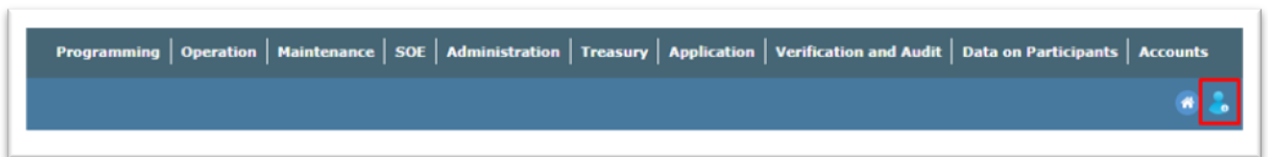
NOTE:

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).

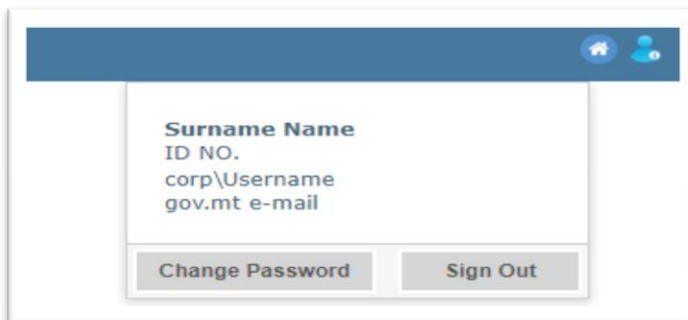
1. Click on the following button.



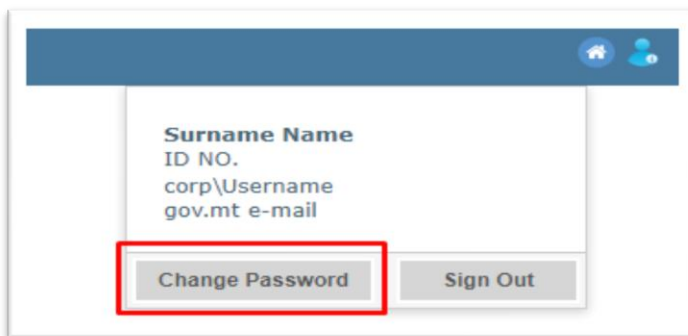
It is found in the bottom right corner of the menu's section as indicated by the following image.



The following box should pop up.

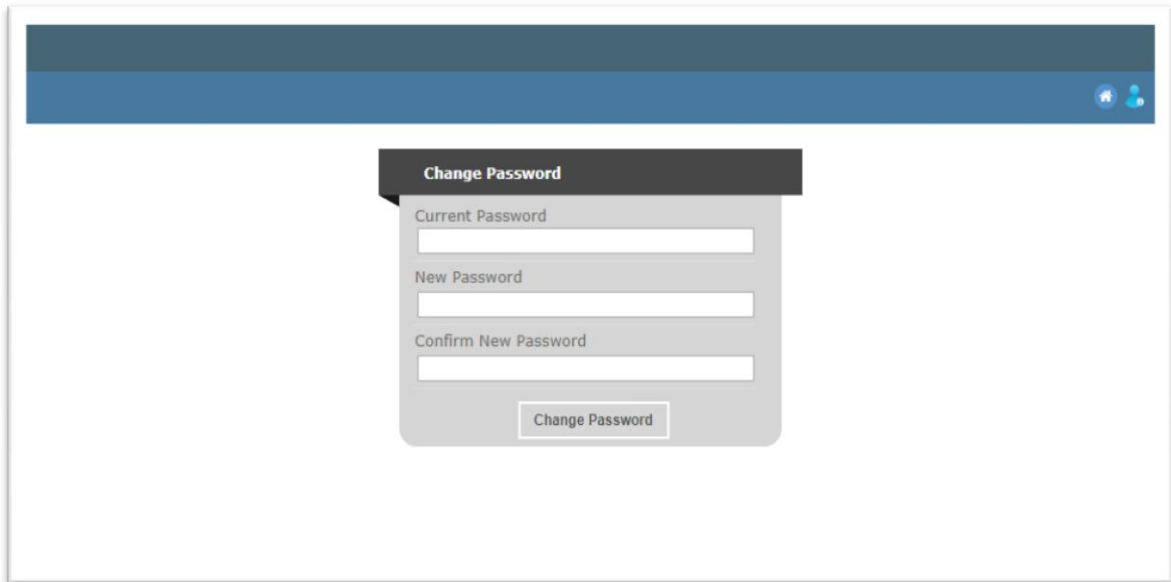


2. Click on "Change Password".



3. Enter your details as indicated

- Your current password in the first field.
- Your new password in the second and third fields. (See Password Req. Below)



The screenshot shows a web interface with a dark blue header. In the center, there is a 'Change Password' dialog box. The dialog box has a title bar and three input fields labeled 'Current Password', 'New Password', and 'Confirm New Password'. Below the fields is a 'Change Password' button.

Password Requirements:

- 1) Password must be AT LEAST 8 letters long
- 2) Password must AT LEAST contain 1 character from 3 of the following 4 categories:
 - Latin uppercase characters (A to Z)
 - Latin lowercase characters (a to z)
 - Numbers (0 – 9)
 - Symbols (E.g. “ ! £ \$ % , etc...)

Note: Never give your password to anyone, INCLUDING YOUR SUPERIORS.

-----End of Tutorial-----

Modification History

Creation of Tutorial – 17/07/2017

