How to change your Password

**NOTE:**

1. You need to have access to the internet.
2. 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.

   ![User Icon](image)

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

   ![Menu Section](image)

   The following box should pop up.

   ![Password Change Box](image)

2. Click on “Change Password”.

   ![Password Change Box](image)
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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)

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