

File Menu -Change Password

There are times when users must change their password to ensure security of the Manitou data. When the company builds in this requirement to the user groups, the user is prompted periodically to change their password. Other times, users may be directed to, or realize their password is compromised, and must change their password. The Change Password option is found under the **File Menu** then **Change Password**.

Change Password													
<div>Current Password</div> <div></div> <div>This field is required.</div>	<div>Password Requirements</div> <table><tbody><tr><td>Minimum Length</td><td>8</td></tr><tr><td>Minimum Alpha Characters</td><td>2</td></tr><tr><td>Minimum Numeric Characters</td><td>1</td></tr><tr><td>Minimum Symbols</td><td>1</td></tr><tr><td>Mixed Case</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Restrict Character Sets</td><td><input type="checkbox"/></td></tr></tbody></table>	Minimum Length	8	Minimum Alpha Characters	2	Minimum Numeric Characters	1	Minimum Symbols	1	Mixed Case	<input checked="" type="checkbox"/>	Restrict Character Sets	<input type="checkbox"/>
Minimum Length	8												
Minimum Alpha Characters	2												
Minimum Numeric Characters	1												
Minimum Symbols	1												
Mixed Case	<input checked="" type="checkbox"/>												
Restrict Character Sets	<input type="checkbox"/>												
<div>New Password</div> <div></div> <div>This field is required.</div>													
<div>Verify Password</div> <div></div> <div>This field is required.</div>													
<div>CANCEL</div> <div>DONE</div>													

1. Enter current password.
2. Enter the new Password, verifying that the new password meets the requirements noted.
3. Re-enter the new Password.
4. When the new password meets the requirements, DONE enables. Click DONE.



If a user **doesn't know their password**, contact a supervisor or manager to reset and prompt for a new password at next login.



If the **Password Requirements** change and the user's password no longer meets the requirements, Manitou automatically prompts the user to change their password at their next log into Manitou.