

dr2dr – Changing Your Password

Changing Your Password

NOTE: Changing your password will revoke all device permissions. You will be required to log in with your new password.

1. On the navigation bar, in the top right corner, click the **Personal Options** menu

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2. Click **My Settings**

My Settings


3. Click the **Change Password** tab


Change Password

4. Enter your current password


5. Enter your new password

- Strong passwords will be indicated by the password strength indicator:

- Red indicates a weak password 

- Green indicates a strong password 

- Required characters which might be missing from your password will be shown:

Strength: 
The password must contain at least one uppercase letter.

6. Re-enter your new password

7. Click **Next**

Next

8. Type in the one-time verification code sent to you

9. Click **Update Password**

Update Password

Tips for Creating a Strong Password

Strong passwords:

- Contain at least 12 alphanumeric, upper and lower case characters
- Contain at least one number (for example, 0-9)
- Contain at least one special character (for example, !\$%^&*()_+|~-=\`{}[]:"';<>?,/)

Weak passwords:

- Contain less than eight characters
- Contain number patterns such as 'qwerty', or '123321'
- Are words spelled backward, or preceded or followed by a number, such as 'terces', 'secret1' or '1secret'
- Are some version of "Welcome123" "Password123" "Changeme123"

Never write down a password

These guidelines are courtesy of Sans.org, retrieved from: <https://www.sans.org/security-resources/policies/general/pdf/password-construction-guidelines>