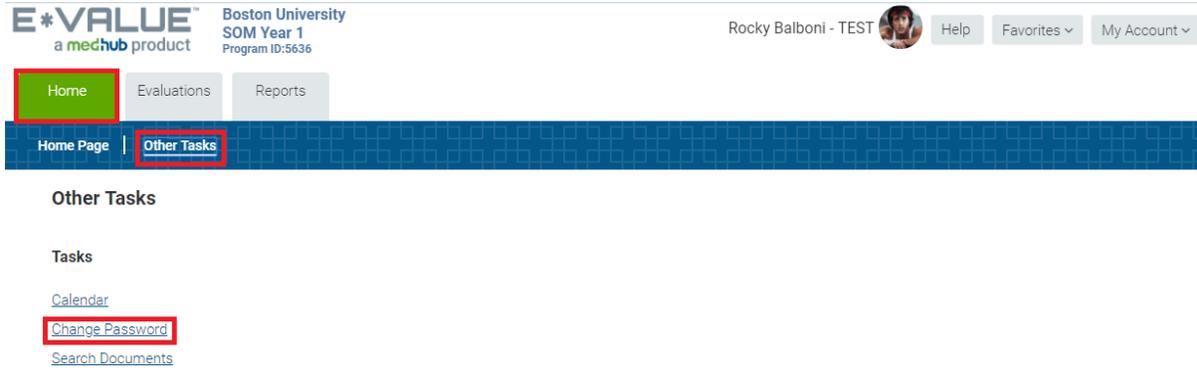




# Change User Name & Password

1. From the Home page the **Change Password** tool is located under the Home tab:
  - a. Home > Other Tasks > Change Password



2. After clicking the “Change Password” menu item, you will be brought to the “Change User Name or Password” page.
  - a. You may change your User Name, if desired.
  - b. It is recommended that you periodically update your password to prevent unauthorized access to your account.

## Change User Name Or Password

You may use this screen to change your User Name and/or Password. Based on program-specific security, you may be prevented from re-using previous passwords for a set length of time.

### Password Requirements

At a minimum, your password must:

- Include at least 6 characters, but no more than 30
- Include at least 2 of the following character-types: lower-case alpha, upper-case alpha, numeric, special characters

Please note, program-specific security may require more stringent password requirements than those listed above. These requirements will be enforced upon submission.

New User Name:

Confirm User Name:

Current Password:

New Password:

Confirm Password:

**Update User Name And/Or Password**

**Step 1:** Enter the desired user name in the “**New User Name**” text box.

**Step 2:** Then, confirm desired user name in the “**Confirm User Name**” text box.

**Step 3:** Click the “**Update User Name And/Or Password**” button.

**Step 4:** Enter the current password in the “**Current Password**” text box.

**Step 6:** Then, enter the desired password in the “**New Password**” and “**Confirm Password**” text boxes.

**Step 7:** Click the “**Update User Name And/Or Password**” button.

Any questions/concerns related to E\*Value can be directed to the [E\\*Value Help Desk](#)