Change a user password

This topic is under construction. It may be incomplete and is subject to change.

When to use this procedure

Follow the steps below to change a password.

Example of use

example text here

Password requirements

Passwords must meet the following minimum criteria.

- It must be unique from any other employee password.
- It must be at least 2 and no more than 8 more alpha-numeric characters in length. Do not use spaces
- It must differ from the employee user name.
- It must be a non-repeating character combination (for example, **abc** is acceptable but **aaa** is not).

Passwords are case-sensitive. However you create your new password (the combination of uppercase and lowercase letters, numbers, and symbols) is how you must enter it when you log in to AIMsi. For example, if your new password is **MyA1Msi**, you cannot enter **mya1msi** when you log in.

> **Best practices**: *Use strong passwords that include a mix of uppercase and lowercase letters, numbers, and symbols. Longer and more complex passwords provide the best user security.*

Steps to complete

Change your own password

1. On the **Modules** menu, point to **Employee/Messaging** and click **Change Password**. The **Change your password** window displays.
2. Enter your current password (the one you logged into AIMsi with) in the **Current Password** box.
3. Enter the password you want to change it to in the **New password** box.
4. Re-enter your new password in the **Confirm new password** box.
5. Click **OK**.

Change someone else's password

Prerequisites: You must have administrative access to employee properties to complete this procedure.

1. On the **Admin** menu, point to **Employee/Security** and click **Employee/Groups**. The **Employee/Group Administration** window displays.

2. In the Employee grid, highlight the employee whose password you want to change.
3. Click **Properties** below the Employee grid. The **Employee Properties** window displays.
4. Enter the new password in the **Password** box.
5. Click **Save**.
6. Click **OK**.