

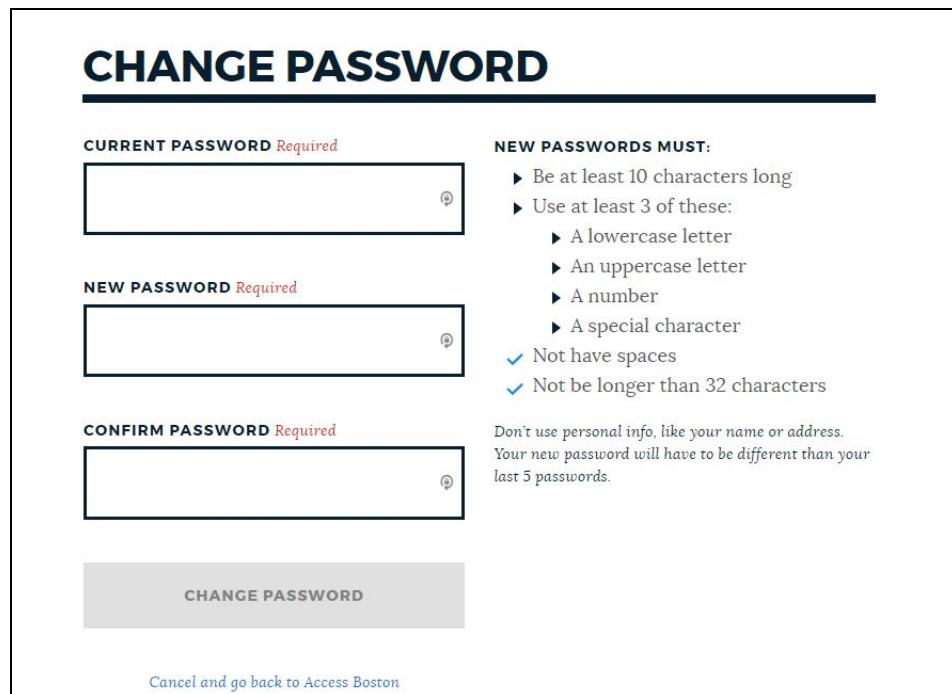
Change My Password Quick Guide

The City of Boston password policy requires that you change your password every 365 days. However, you can always change it anytime you want to using the Change My Password link on the Access Boston Portal. If you ever feel like your password might have been stolen, you should change it immediately please!

1. Click on the link to 'Change My Password'



2. First enter your current password



The screenshot shows a "CHANGE PASSWORD" form. At the top, the title "CHANGE PASSWORD" is in bold black text, followed by a thick black horizontal line. Below the line are three input fields, each with a "Required" label in red text above it: "CURRENT PASSWORD", "NEW PASSWORD", and "CONFIRM PASSWORD". Each input field has a small eye icon on the right side. To the right of the input fields is a section titled "NEW PASSWORDS MUST:" with a list of requirements: "Be at least 10 characters long", "Use at least 3 of these:" (with sub-points: "A lowercase letter", "An uppercase letter", "A number", "A special character"), "Not have spaces", and "Not be longer than 32 characters". Below these requirements are two blue checkmarks. At the bottom of the form is a grey button labeled "CHANGE PASSWORD" and a link that says "Cancel and go back to Access Boston".

3. Create a new password. Please note that this page is interactive - so you will get blue check marks once you meet a rule, but a red X means that the requirement has not been met.

CHANGE PASSWORD

CURRENT PASSWORD *Required*

NEW PASSWORD *Required*

Your new password must be at least 10 characters

CONFIRM PASSWORD *Required*

CHANGE PASSWORD

NEW PASSWORDS MUST:

- ✗ Be at least 10 characters long
- ✗ Use at least 3 of these:
 - ✓ A lowercase letter
 - ✓ An uppercase letter
 - ▶ A number
 - ▶ A special character
- ✓ Not have spaces
- ✓ Not be longer than 32 characters

Don't use personal info, like your name or address.
Your new password will have to be different than your last 5 passwords.

4. Confirm your new password by typing it in again. If you have all blue check marks and your confirm password is a match, you will see the blue 'Change Password' button.

CHANGE PASSWORD

CURRENT PASSWORD *Required*

NEW PASSWORD *Required*

CONFIRM PASSWORD *Required*

CHANGE PASSWORD

NEW PASSWORDS MUST:

- ✓ Be at least 10 characters long
- ✓ Use at least 3 of these:
 - ✓ A lowercase letter
 - ✓ An uppercase letter
 - ✓ A number
 - ✓ A special character
- ✓ Not have spaces
- ✓ Not be longer than 32 characters

Don't use personal info, like your name or address.
Your new password will have to be different than your last 5 passwords.

5. Click the 'Change Password' button Your new password will synch across all the Access Boston connected systems

