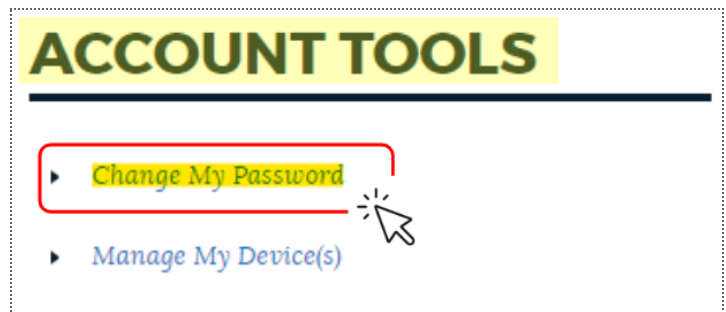
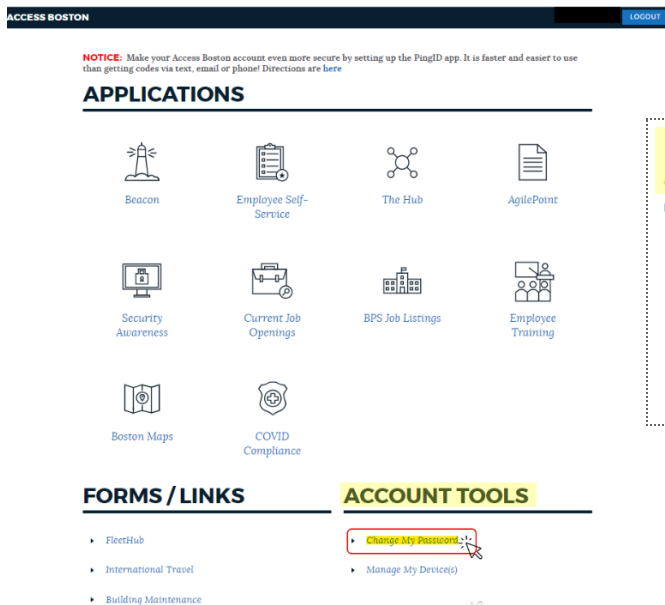


Change My Password Quick Guide

The City of Boston password policy requires that you change your password every 365 days. However, you can always change it anytime you want 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. Access to your account on the **Access Boston Portal**.
 - In the Home page, below the **‘Account tools’** section.
 - Select **“Change My Password”**.



2. First enter your current password

CHANGE PASSWORD

CURRENT PASSWORD Required

NEW PASSWORD Required

CONFIRM PASSWORD Required

CHANGE PASSWORD

[Cancel and go back to Access Boston](#)

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, ID or address. If you use just two consecutive characters from your name or ID in your password, it will fail. Your new password will have to be different than your last 5 passwords.

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

[Cancel and go back to Access Boston](#)

NEW PASSWORDS MUST:

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→ Consider the security tips for your new password.

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

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

CHANGE PASSWORD

CURRENT PASSWORD *Required*

.....	SHOW
-------	------

NEW PASSWORD *Required*

.....	SHOW
-------	------

CONFIRM PASSWORD *Required*

.....	SHOW
-------	------

NEW PASSWORDS MUST:

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CHANGE PASSWORD 

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