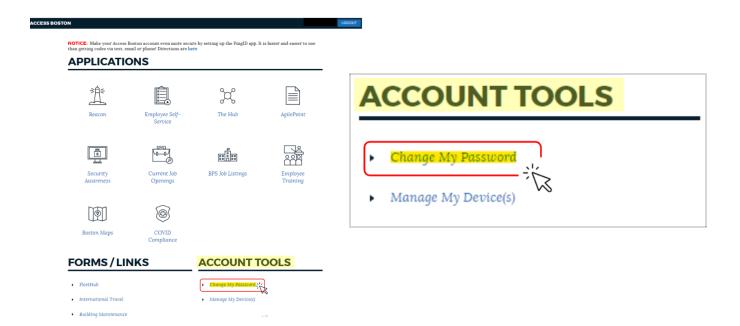
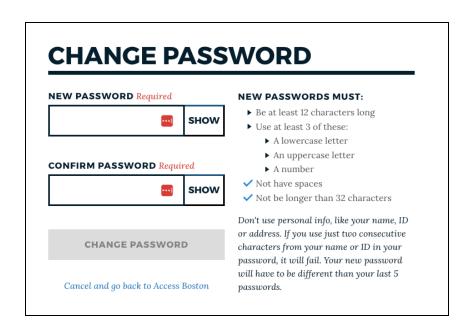
Change My Password Quick Guide

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 <u>Access Boston Portal</u>. If you ever feel like your password might have been stolen, you should change it immediately please!

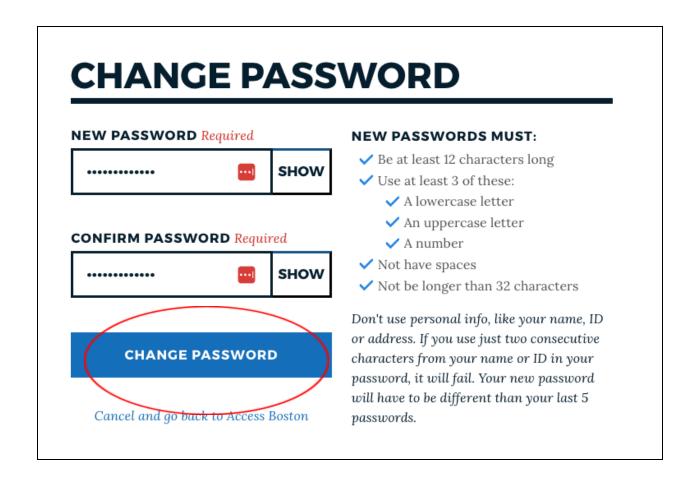
- 1. Long into the Access Boston Portal
 - Scroll down to the **Account Tools** section
 - Select the Change My Password link



2. Choose a new password. Please note that this page is interactive - so you will get blue check marks (\checkmark) once you meet a rule, but a red X (\times) means that the requirement has not been met.



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 to all the Access Boston connected systems. See the 'What is in my Access Boston account?' support document for more information on what applications/systems your password works with.