Changing Your Password

If you suspect that someone knows your PeopleSoft password you should change it immediately. Your PeopleSoft password is case sensitive and should be fairly complex to make it harder for someone to figure it out. For instance, make your password a combination of upper and lower case letters along with numbers and special characters.

From the Main Menu click Change My Password

![Change Password](image)

Enter Current Password
Enter the New Password
Enter the new password again in the Confirm Password field
Click Change Password

If you forget your PeopleSoft password click the Report a Problem link in SOLAR and submit a trouble ticket. An account manager will reset your password and inform you of the new one.

Get Help

- SOLAR Quick Facts
- Online Help For Students
- Online Help For Instructors/Advisors
- Online Help For Employees
- Report a Problem

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