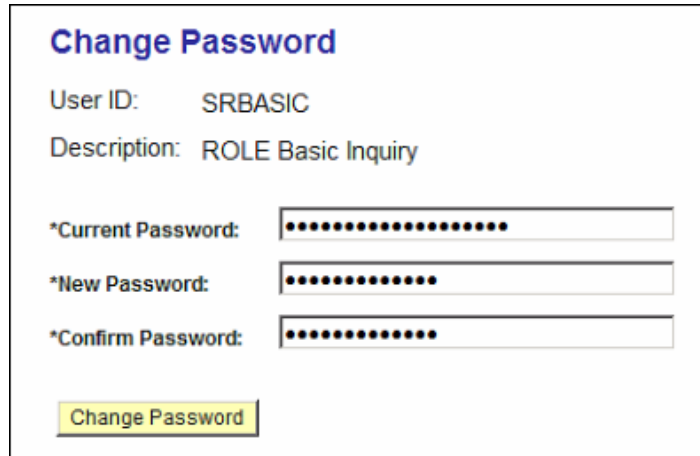


Changing Your Password

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.

- Click **Change My Password**



Change Password

User ID: SRBASIC
Description: ROLE Basic Inquiry

*Current Password:

*New Password:

*Confirm Password:

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.