

Guidance for Changing Passwords on Work Accounts

Step 1: Access Account Settings

Log into your work account and navigate to the account settings or security settings section.

Step 2: Locate Password Change Option

Find the option to change your password. This is typically labeled as 'Change Password', 'Update Password', or something similar.

Step 3: Verify Your Identity

You may be required to verify your identity by entering your current password or answering security questions.

Step 4: Create a New Password

Enter a new password. Ensure it is strong and secure, using a mix of uppercase and lowercase letters, numbers, and special characters.

Step 5: Confirm New Password

Re-enter the new password for confirmation. Make sure it matches exactly with what you entered in the previous step.

Step 6: Save Changes

Save the changes. You may receive a confirmation email or notification that your password has been changed.

Step 7: Update Password on All Devices

Remember to update your new password on all devices and applications where you access your work account.