

4. Using the BiometOS

4.1.4. Password Tab

The Password tab provides the ability to update your system password. Your password must meet the following requirements:

- > 8 characters minimum
- > At least one upper case character
- > At least one lower case character
- > At least one number or special character
- > Cannot match user ID
- > Cannot contain more than 2 of the same characters in a row (ex: dogggg! or 1111AA)

4.1.4.1. Changing Your Password

1. Enter your new password into the “New Password” field.
2. Re-enter your new password into the “Confirm Password” field.
 - a. An error message will be displayed if the password entered does not meet the requirements listed above (Figure 16).

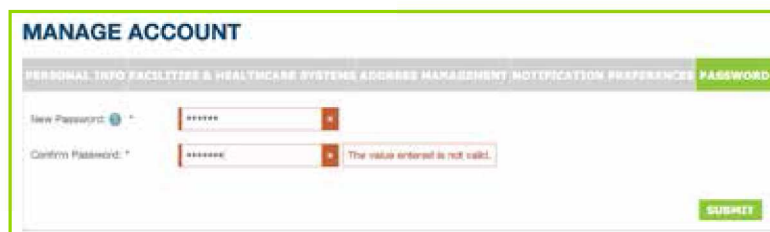
A screenshot of the 'MANAGE ACCOUNT' interface, specifically the 'PASSWORD' tab. It shows two input fields: 'New Password' and 'Confirm Password'. The 'Confirm Password' field has a red error message next to it that says 'The value entered is not valid.' A green 'SUBMIT' button is located at the bottom right of the form.

Figure 16 – Manage Account: Password

3. Click the “Submit” button to update your password (Figure 17).
 - a. A confirmation message will be displayed.

A screenshot of the 'MANAGE ACCOUNT' interface, specifically the 'PASSWORD' tab. It shows the same 'New Password' and 'Confirm Password' fields as in Figure 16. A large green arrow points to the 'SUBMIT' button, which is also labeled 'Click Here' with another green arrow pointing to it.

Figure 17 – Manage Account: Password Changed

4. To cancel your changes, navigate away from the password tab without clicking the “Submit” button.