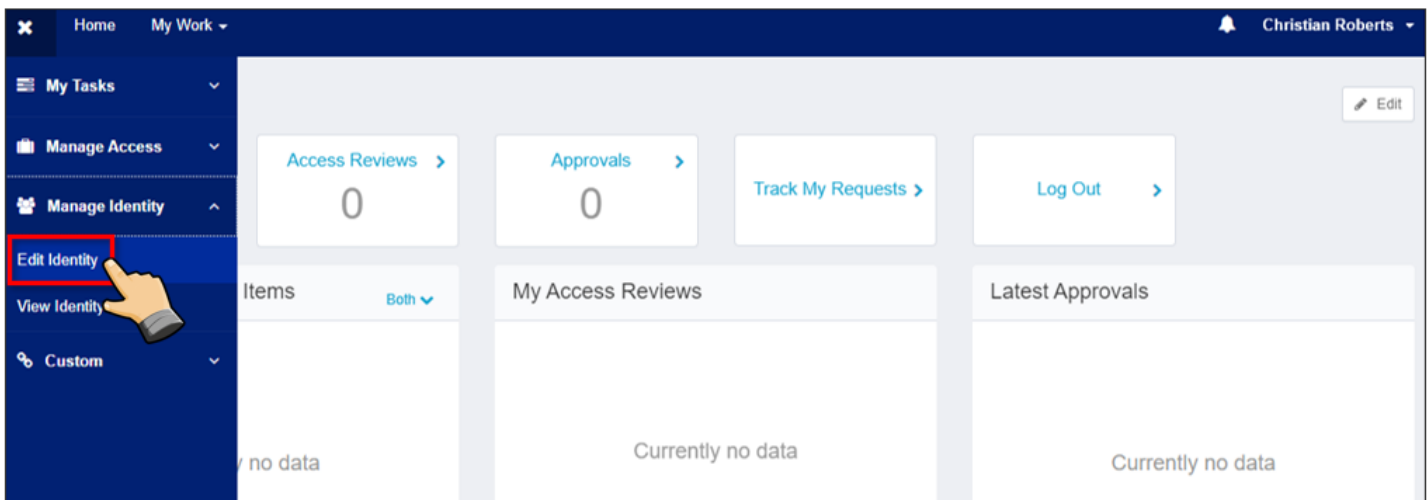


## Changing/Updating Password Before Expiry

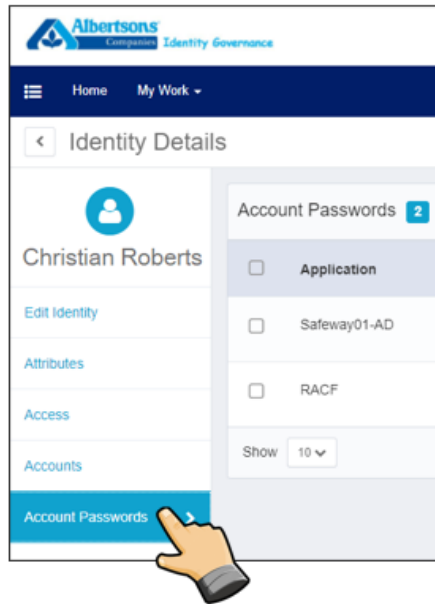
1. From the **Identity Governance Home Screen**, click the **hamburger menu button** at the upper left.



2. From the Menu, click **Manage Identity** then select **Edit Identity**.

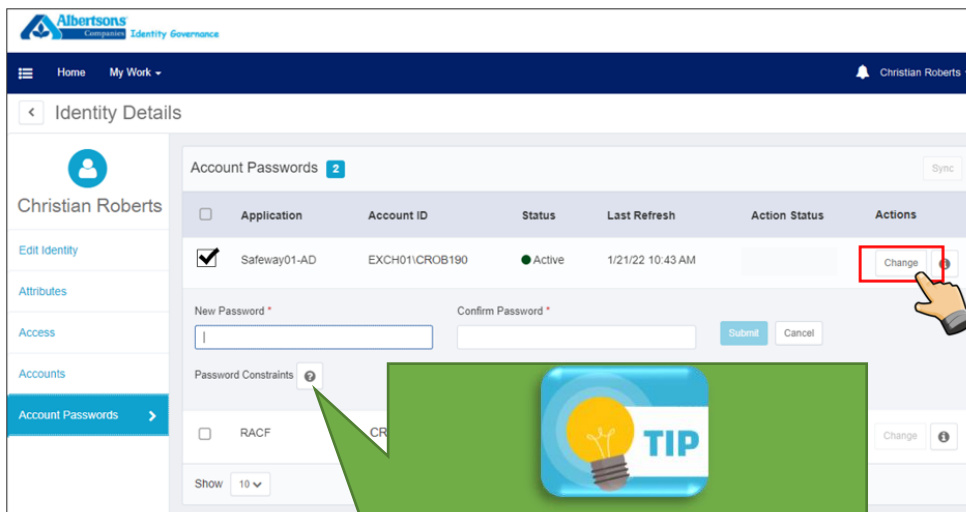


3. From the **Identity Details** screen, click the **Account Passwords** tab.



4. From the Account Passwords Screen, **put a check mark** then click the **Change** button on the account you wish to update:

- a. **Safeway01-AD** – Backstage Employees
- b. **Safeway02-AD** – Store C Account
- c. **RACF** – CICS/Mainframe Display/Bluezone/CMOD



You can click on the ? icon to check the password constraints.

- Password Constraints ?
- Password must have at least 1 letter(s)
  - Cannot reuse any of your last 10 passwords.
  - Password must have at least 1 lowercase letter(s)
  - Password must have at least 8 character(s)
  - Password will be checked against your identity attributes.
  - Password must have at least 4 character types
  - Password must have at least 1 special character(s)
  - Password must have at least 1 digit(s)
  - Password must have at least 1 uppercase letter(s)
  - Password will be checked against your account attributes.
  - Password cannot contain your display name
  - Password cannot contain your account ID

5. Enter your new password in the **New Password** and **Confirm Password** fields, then click **Submit**.
6. Once Successful, **Account Action Status** will show that it's **Completed**.

<input type="checkbox"/>	Application	Account ID	Status	Last Refresh	Action Status	Actions
<input type="checkbox"/>	Safeway01-AD	EXCH01\CROB190	● Active	1/21/22 10:43 AM	✔ Completed	Change 