

RelianSys®  
Transforming Governance

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# How to Change your Password

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RelianSys

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When your Administrator sets you up in RelianSys®, you will be sent an email advising you of your user name and password. Log on using this password.

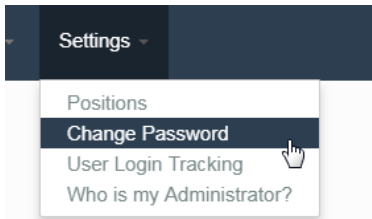
The first time you log on, you will be prompted to change your password.

To change the password:

1. Log into RelianSys® Governance Suite, where you will arrive at the Welcome screen. Click on

User Accounts

2. Select the Settings drop down from the menu list at the top of the screen and select Change Password from the drop down



3. In the field labelled 'Old Password', enter the original password

 A screenshot of the 'Change Password' form in the RelianSys interface. The form has a dark blue header with the RelianSys logo. Below the header, the title 'Change Password' is followed by a help icon. A note states: 'Passwords must be at least 8 characters long and contain numbers and both upper case and lower case letters. Additional symbols are recommended.' The form contains five input fields: 'User Name', 'Old Password', 'New Password', 'Confirm New Password', and 'Password Hint'. Each field has a red asterisk to its right. At the bottom, there are three buttons: 'Save' (dark blue), 'Reset' (orange), and 'Cancel' (light grey).

4. Then enter your new password in the next field and re-enter to confirm
5. Enter new password hint (this is optional, because you can retrieve your password from the login screen)
6. Once completed - Click Save

Note that RelianSys® will require a strong password. This has been instituted for your and your company's protection. The following is required:

- Minimum 8 digits
- Must contain a number and preferably a symbol (for example, #, \$, !)
- Must contain both capitals and lower case

You will now be able to access the system using your new ID login and Password.