RelianSys®
Transforming Governance

How to Change your Password

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

    Settings

    Positions
    Change Password
    User Login Tracking
    Who is my Administrator?
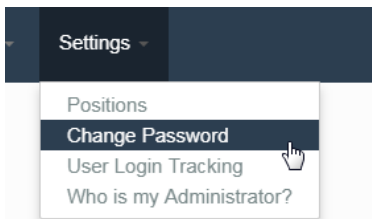
3. In the field labelled 'Old Password', enter the original password

Change Password

Choose a New Password

Current Password *

🔑 Enter Current Password

New Password *

🔑 Enter New Password

Re-Type New Password *

🔑 Re-enter New Password

Password Hint *

📍 Enter a Password Hint

Continue

Make sure your password

- is at least 8 characters long and contain numbers
- contains a combination of lower case and upper case letters
- contains at least one special character
- not include user's name, last name, email or username

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 Continue.

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.
- Must contains at least one special character in the password (for example, #, $, !).
- Must contain both capitals and lower case.
- Must not contain user's name, last name, email, or username.

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