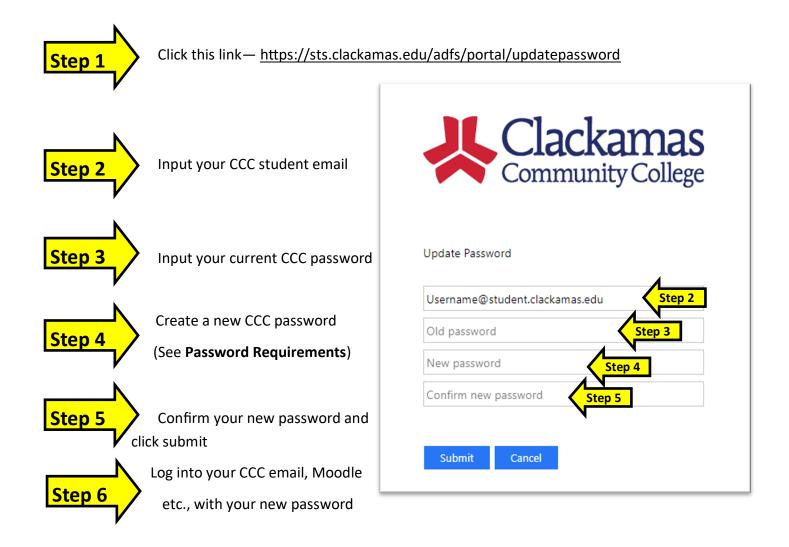
## **Password Update Steps**



## **Password Requirements**

All passwords need to be at least 12 characters and contain three of the following:

- Include uppercase letters
- Include lowercase letters
- Include digits 0-9
- Include one of the following special characters: '-!"#\$%&()\*,./:;?@[]^\_{{}}~+<=>

In addition, the following policies are applied to password/phrase usage:

- Your password must be different from your previous four passwords.
- Password may **not** contain the your account name or entire full name.
- If an incorrect password is entered 10 times in a row, the account will be locked. To unlock your account, call 503-594-6074.
- It may take several minutes for the password change to take effect. If the new password doesn't work immediately, please wait before trying again.