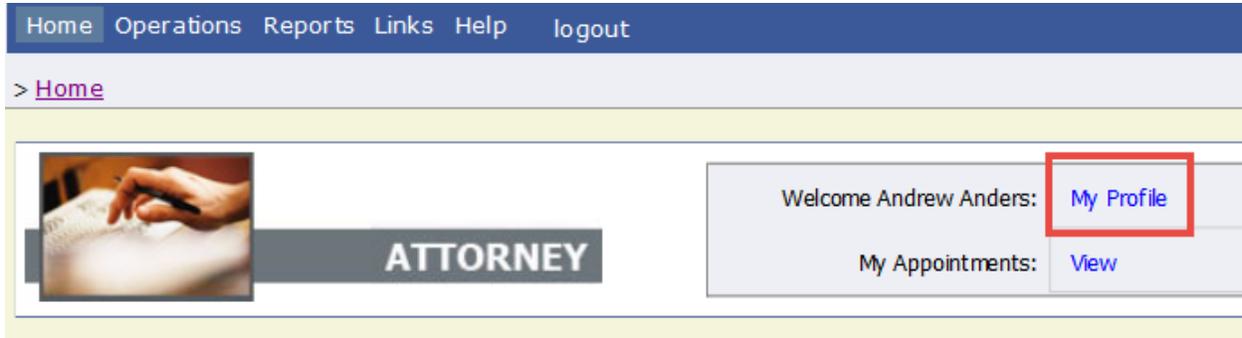
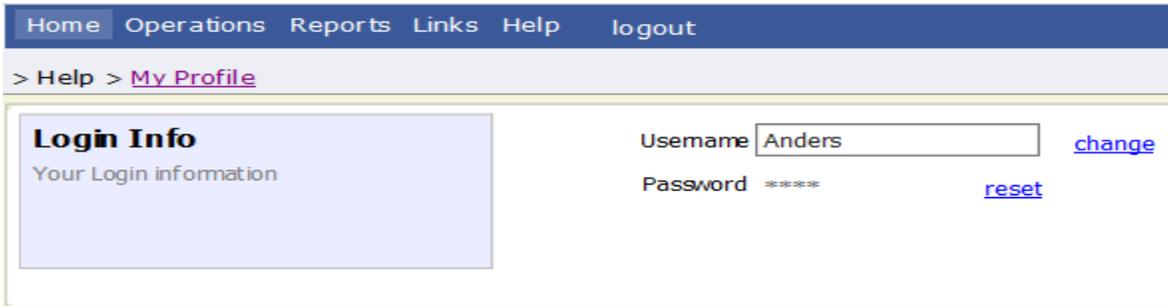


## Changing Your Username and Password

Your username and password can be accessed in your profile. You will find a **My Profile** link to your profile near the top of your **Home** page and can also find a link under the **Help** menu.



From your **My Profile** page, click **Edit** to the right of the **Login Info**.



To change your Username, type the new **Username** and click [change](#).

To reset your password, click [reset](#). The screen will change to allow you to enter and confirm the new password. Click **Reset**.

The screenshot shows a form for resetting the password. It includes a 'Username' field with the value 'Anders' and a blue link 'change' to its right. Below this are two 'Password' fields: the first is empty and has a red asterisk to its right, and the second is also empty and has a red asterisk to its right. At the bottom of the form, there is a 'Reset' button (highlighted with a black box) and a 'cancel' link.

The passwords in eVoucher are set to expire every 180 days. You **WILL** be locked out after three failed attempts to log into your account. You will need to call Finance (412)208-7532 to unlock your account.

**Passwords must be at least eight characters in length and contain:**

- One lower-case character**
- One upper-case character**
- One number**
- One special character**