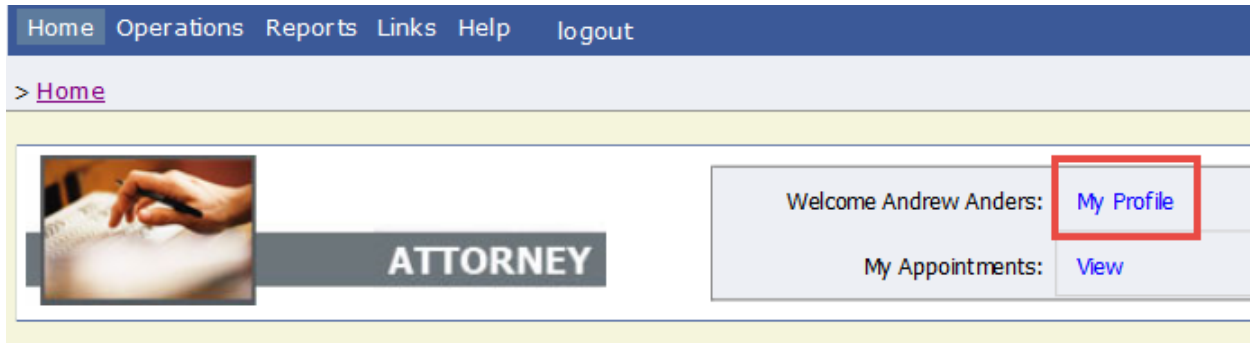
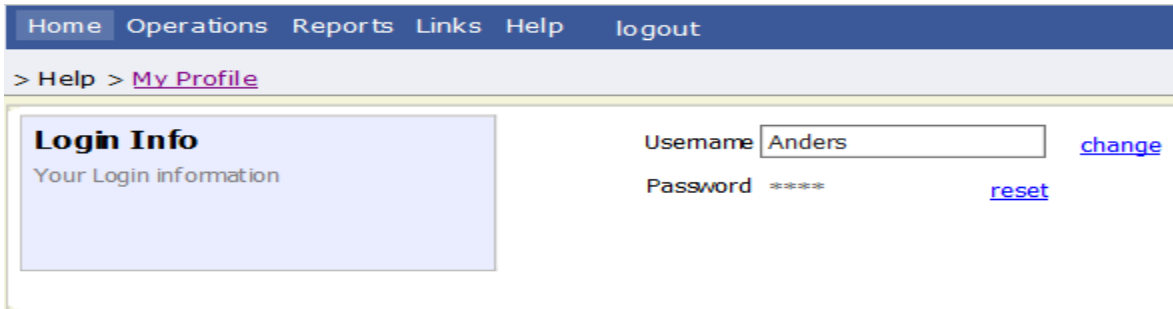


Changing Your Username and Password

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.

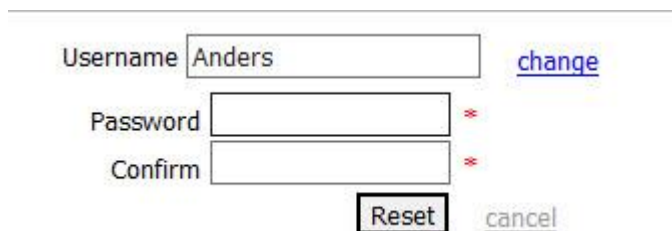


From your **My Profile** page, click **Edit** to the right of the **Login Info**.



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 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