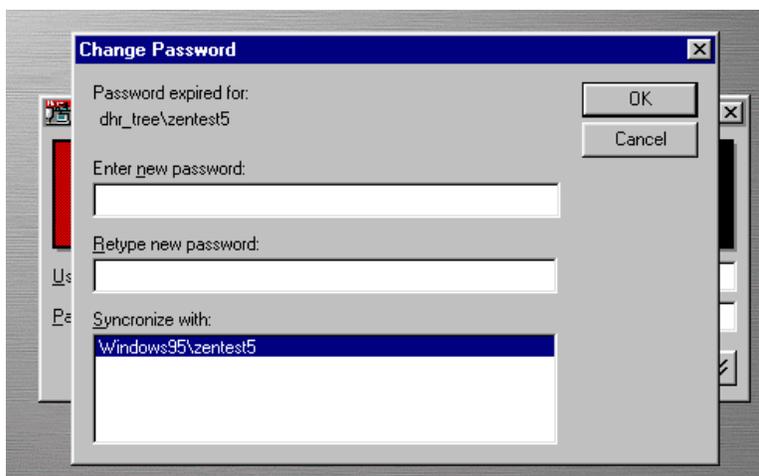# Changing your password when it expires.

Here at West Central we have a policy that system passwords must be changed every 90 days. You do not have to keep track of the time period in between password changes. This will be kept up by the system itself, and when the ninety-day point comes you will be prompted with a screen that looks like the one above.
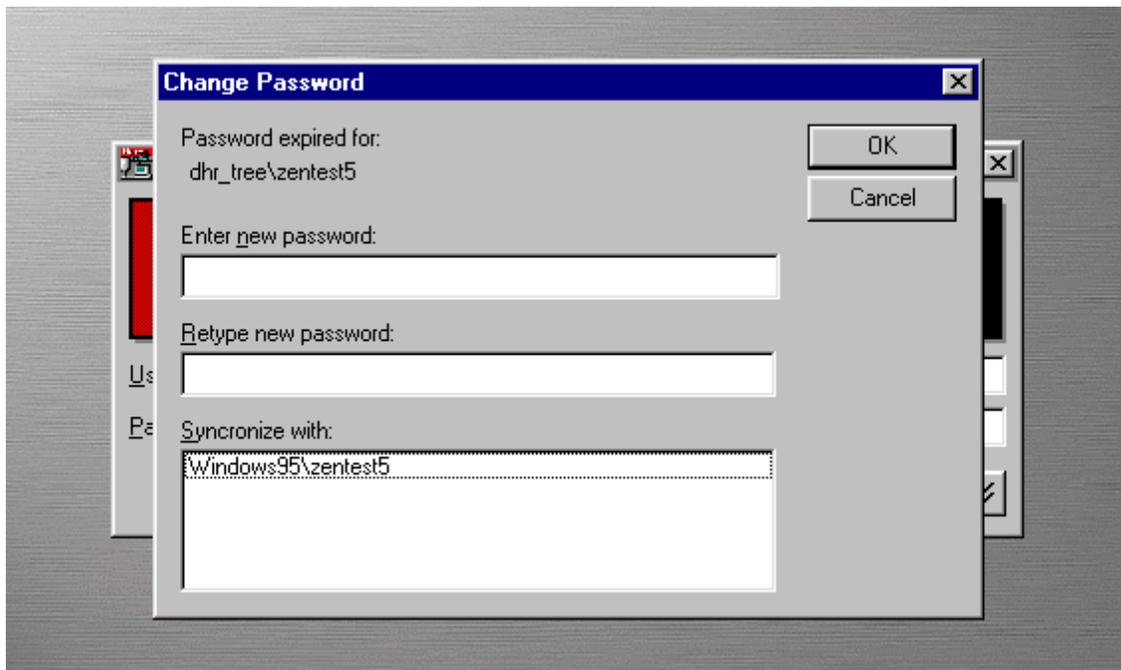
Notice that you have only 6 attempts to change this before you will be locked out of the system.

The steps to changing your password when this screen appears are as follows:

1. Click on the yes box on the initial warning screen. <Pictured above>

2. This will bring up the "change password" screen. <Pictured Below>

3. Enter the password you wish to change it to in the first box.
4. Re-Enter the password you wish to change it to in the second box.

5. Click on the "OK" button.
6. **Remember your new password**.

That is all there is to it. It is probably wise to do this the first time you see the initial warning message