

## Working with ACS Passwords

Strong passwords that aren't easy to guess are an important part of your ACS security. Here are some tips for using passwords:

- Don't use familiar names, dates, or other personal data; instead use a combination of characters including letters, numbers, and symbols.
- Don't share your password with others, or use the same one for every program or account.
- Change your password periodically.

Once a password is assigned, only an individual who has security permission for Add/Edit Users can change the password, whether it's their own or someone else's. Passwords can be three to twenty characters long and are not case sensitive.

1. Under Advanced Tools, click **My Preferences**.
2. Under Settings, click **Change Password**.
3. Enter your old password.
4. Enter your new password.
5. Re-enter your new password to confirm the spelling.
6. Click **OK**.