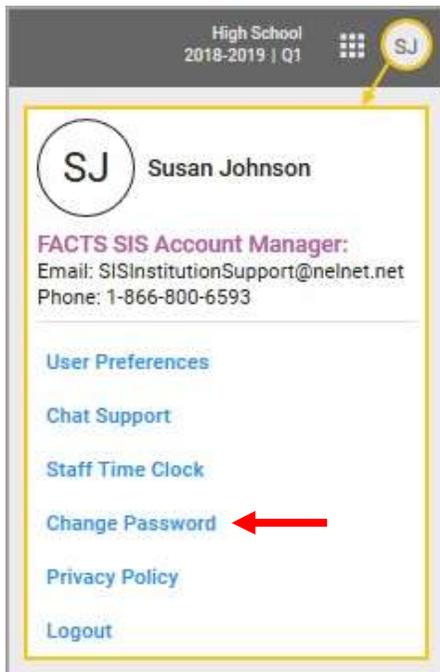


Changing your Password in FACTS SIS

Anytime you want to change your own password, you can access the [User Menu](#) by clicking your initials in the upper right corner in any FACTS SIS area.



- Click your initials to display the **User Menu**.
- Click **Change Password**.
The **Password Change** screen displays in a new window. Type the required information and click **Save**. If your browser is blocking pop-ups, the Password Change screen may not display.

A screenshot of the "Change Password" form. It has three input fields: "Current Password", "New Password", and "Confirm Password". Below the fields, it lists "Password Requirements": "Minimum length is 6 characters long.", "Password must include at least 1 letter and 1 number", and "Passwords cannot be repeated." There is a "Save" button at the bottom.

Please Note:

- Passwords are case-sensitive and may not contain special characters.
- Password minimum length is configured in Security Settings.
- Never write down or share your password; do not reuse your password for any other login.
- Always log out before leaving your computer. Closing your internet browser does not log you out of FACTS SIS.