Changing your Password in FACTS SIS
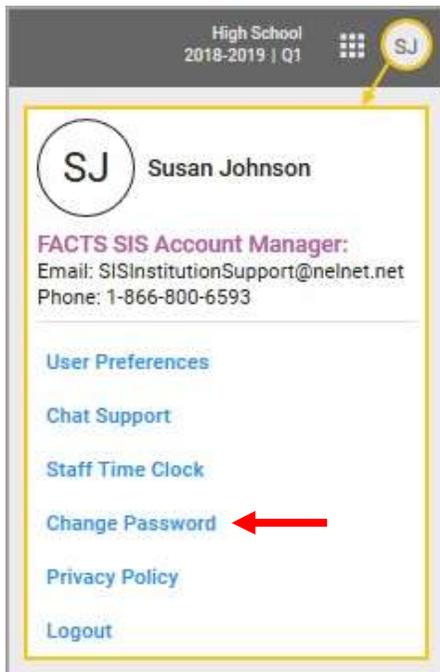
Anytime you want to change your own password, you can access the **User Menu** by clicking your initials in the upper right corner in any FACTS SIS area.

- 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.

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.