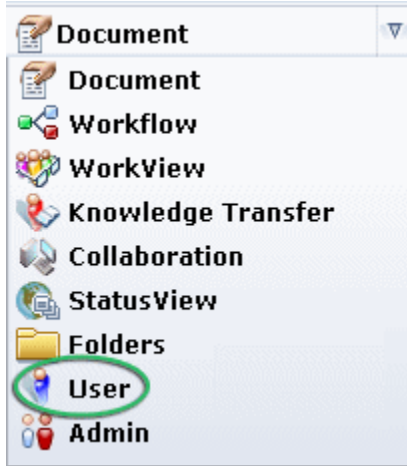


## OnBase Web Client - Changing Your Password

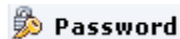
If you have appropriate privileges, you can change your OnBase login password. Once you log out of the Web Client, you will need to use the new password to log in again. When you change your password, the new password is saved throughout the entire system.

**Note:** Depending on your User Name Configuration and System setup, this option may not be available to you. See your System Administrator for further information if you do not see this option.

1. Click the **User** button in the Context drop-down select list.



2. Click **Password** in the User mode drop-down select list.



3. The **Password** panel is displayed.
  - In the **Old Password** field, type your current password.
  - In the **New Password** field, type the new password that you want to use in the future. Your new password can include any combination of printable characters, including those in the international character set.
  - In the **Verify New Password** field, type the new password again. It must be exactly the same as what you typed into the **New Password** field.

**Note:** The password rules are set by the IT security policy. Passwords expire after 180 days. The minimum length is 6 and the maximum length is 28. You may not reuse passwords and it may not be set to your user name.

4. Click .

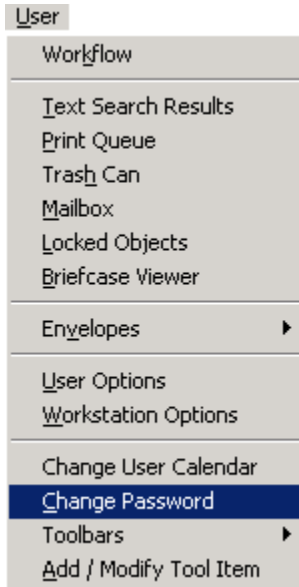
**Note:** If password expiration is enabled in the system and your password has expired, the **Change Password** dialog will appear when attempting to login. You will then be required to change your password before entering into the system.

## OnBase Desktop Client - Changing Your Password

If you have appropriate privileges, you can change your OnBase login password. Once you log out of the Web Client, you will need to use the new password to log in again. When you change your password, the new password is saved throughout the entire system.

**Note:** Depending on your User Name Configuration and System setup, this option may not be available to you. See your System Administrator for further information if you do not see this option.

1. In the client module from the file menu, select User -> Change Password.



2. The **Password** panel is displayed.
  - In the **Old Password** field, type your current password.
  - In the **New Password** field, type the new password that you want to use in the future. Your new password can include any combination of printable characters, including those in the international character set.
  - In the **Verify New Password** field, type the new password again. It must be exactly the same as what you typed into the **New Password** field.

**Note:** The password rules are set by the IT security policy. Passwords expire after 180 days. The minimum length is 6 and the maximum length is 28. You may not reuse passwords and it may not be set to your user name.

3. Click OK to save. Click Cancel to exit without changing your password.

**Note:** If password expiration is enabled in the system and your password has expired, the **Change Password** dialog will appear when attempting to login. You will then be required to change your password before entering into the system.