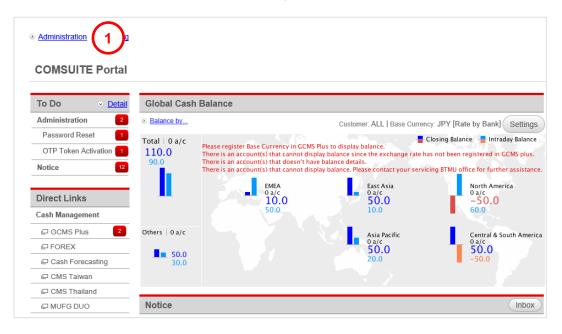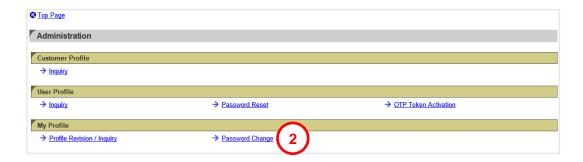# COMSUITE

Password Change Guide

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Things to note

- The system will automatically prompt you in advance to change your password before it expires every 90 days or you may refer to this guide to change your password now

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Administration — Password Change
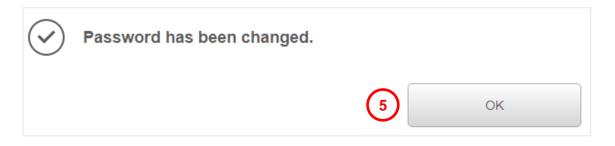

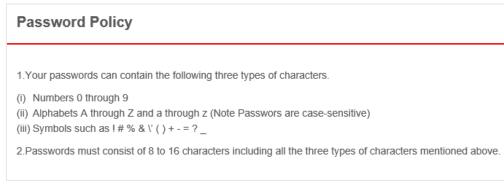**1** Login to COMSUITE & click on [Administration]

2 Click on [Password Change]

● See next page

Password Change

Password Change

Current Password	••••••••	
New Password	••••••••	
New Password (Confirmation)	••••••••	

(3)

(4) [Change] [Clear] [Cancel]

✓ **Password has been changed.**

(5) [OK]

3 Enter Current Password, New Password & New Password (Confirmation)

Password Policy

1. Your passwords can contain the following three types of characters.

(i)   Numbers 0 through 9
(ii) Alphabets A through Z and a through z (Note Passwors are case-sensitive)
(iii) Symbols such as ! # % & \' ( ) + - = ? _

2. Passwords must consist of 8 to 16 characters including all the three types of characters mentioned above.

4 Click [Change]

5 Password has been successfully changed. Click [OK]

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