

Changing Your Password

It is recommended that you change your Planning Portal password periodically. Ensure that your password is at least six characters and is something you can easily remember.

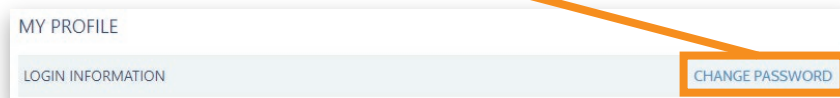
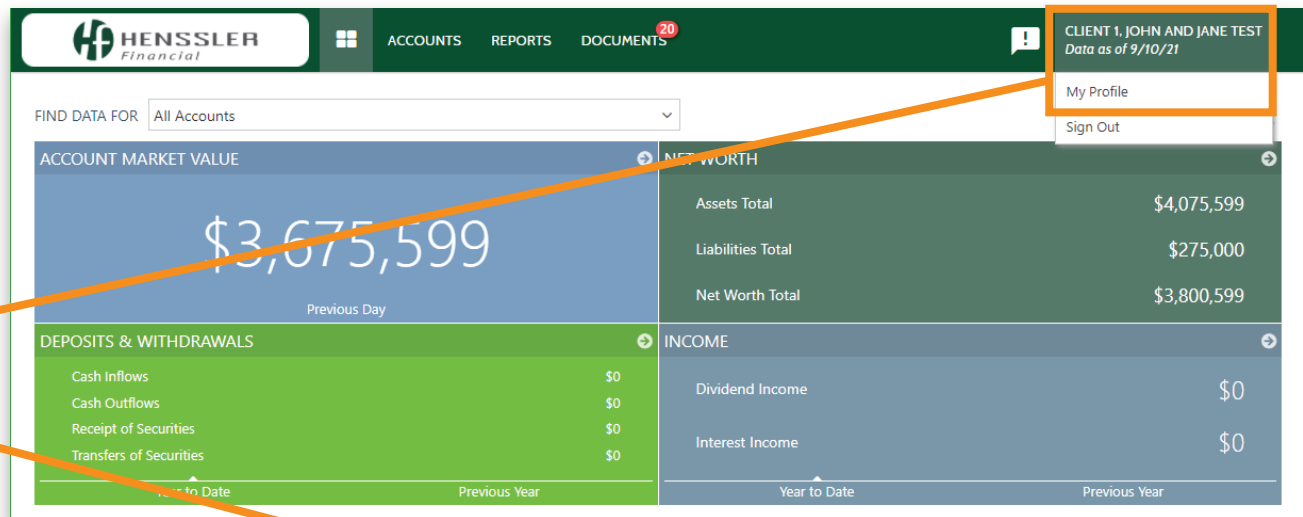
To change your portal password, follow these steps:

- Click on your name in the upper right corner of the menu bar and select My Profile.
- Click Change Password.
- Type your existing password and then enter and confirm your new password.
- When finished, click Set Password.

When your password is set, you are redirected to your Dashboard.

Sign Out

For additional Security, we suggest signing out after every visit.



Change Password

Old Password

New Password

Confirm Password

Passwords must meet the following requirements:

- Passwords must not contain your email address or parts of your full name that exceed two consecutive characters.
- Passwords must be at least 12 characters and must contain characters from three of the following four character categories:
 - Uppercase letters (A - Z)
 - Lowercase letters (a - z)
 - Numbers (0 - 9)
 - Non-alphanumeric (For example: !, \$, #, or % etc.)

SET PASSWORD

CANCEL