



How To Change Your Password Using AccountSelfService?

How to change your password:

1. From the Account Self Service Portal, log into ADSelfService Plus with your respective domain credentials as shown in the below screenshot.

The screenshot shows a 'Sign in' form with the following fields and values:

- User Name:**
- Password:**
- Log on to:** (dropdown menu)
- Login** button

2. The user page will open on the Change Password tab as shown below.

The screenshot shows the 'Change Password' page with the following elements:

- Header:** SOURCEMEDICAL logo, Welcome, **ondemandtest100**, [Sign Out](#), [Personalize](#)
- Navigation:** [Change Password](#) (active), [Enrollment](#)
- Section:** **Change Password**
Change your current domain password.
- Domain Password Policy Requirements:**
 - The minimum password age is 0
 - The maximum password age is 45
 - The minimum password length is 8
 - No. of Passwords Remembered is 4
 - The password complexity property is Enabled
- Form Fields:**
 - Old Password
 - New Password
 - Confirm New Password
- Buttons:** [OK](#), [Cancel](#)

3. Provide your old password in the appropriate field.
4. Provide your new password in the appropriate field.
5. Click the “OK” button and sign out

Note: Make sure that your new password adheres to the ‘Domain Password Policy Requirements’.