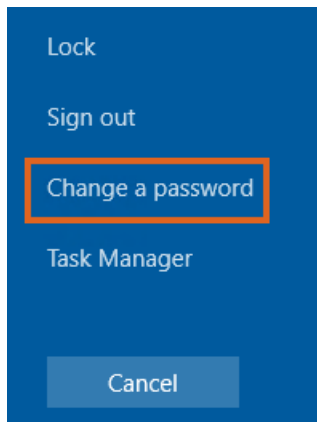


Changing an Agvance Hosted Password

Last Modified on 06/07/2024 10:33 am CDT

Occasionally, Agvance Hosted passwords will need changed or reset. An Agvance Hosted user can accomplish this by following the steps below.

1. While logged into the Agvance Hosted server, select **CTRL + ALT + END** on the keyboard.
2. Select **Change a password**.



Note: Please note the password complexity requirements:

- Must contain at least 10 characters
 - Cannot contain the user's login ID
 - Must contain at least one capital letter
 - Must contain at least one lowercase letter
 - Must contain at least one number
3. Type the current password in the *Old password* field.
 4. Type the desired new password in the *New password* field and the *Confirm password* field.
 5. Select the **Arrow** button to the right of the *Confirm password* field.

