Changing an Agvance Hosted Password

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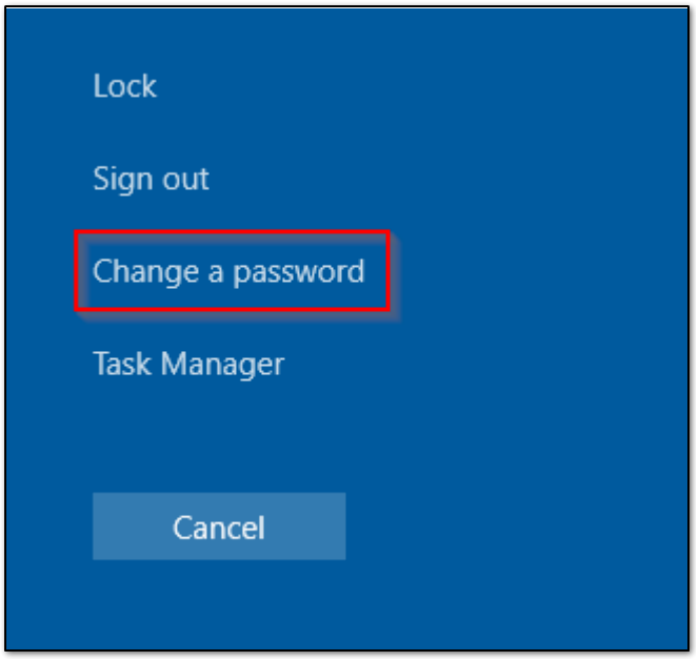
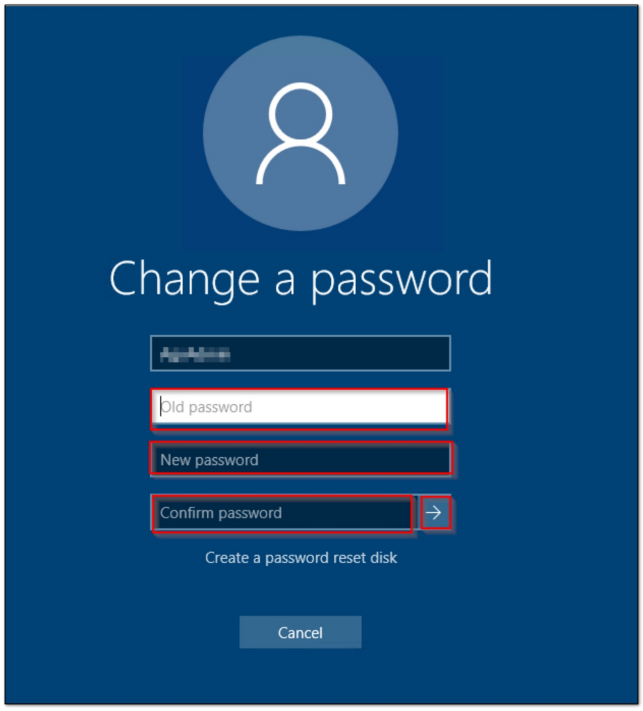
Occasionally, Agvance Hosted passwords will need changed or reset. An Agvance Hosted user can accomplish this by following the steps below.

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.


Change a password
Old password
New password
Confirm password
Create a password reset disk
Cancel