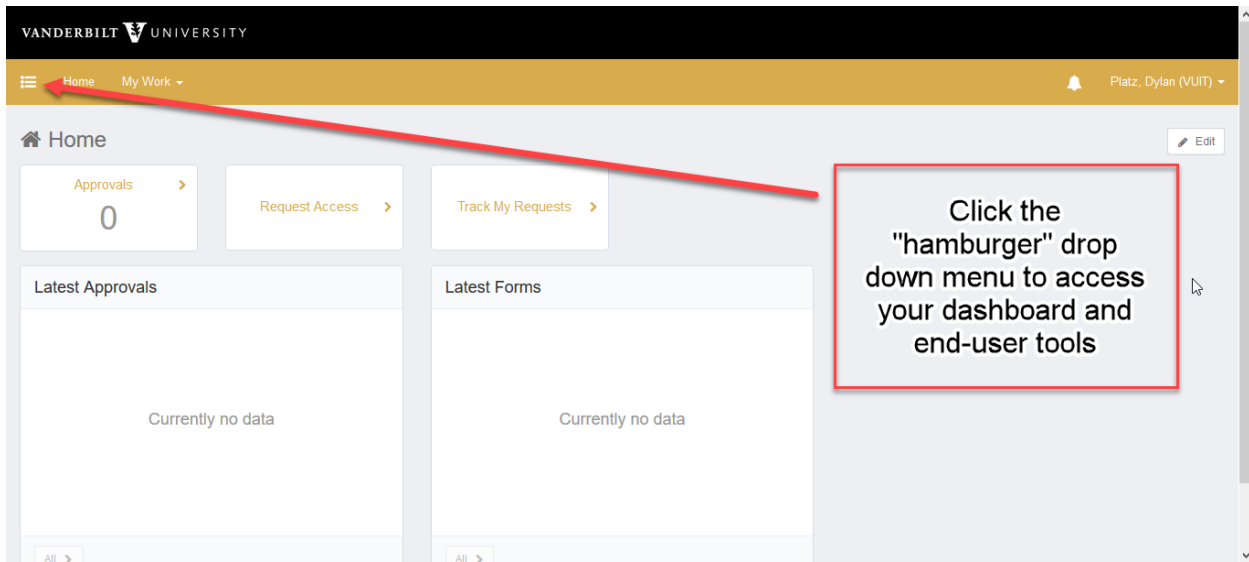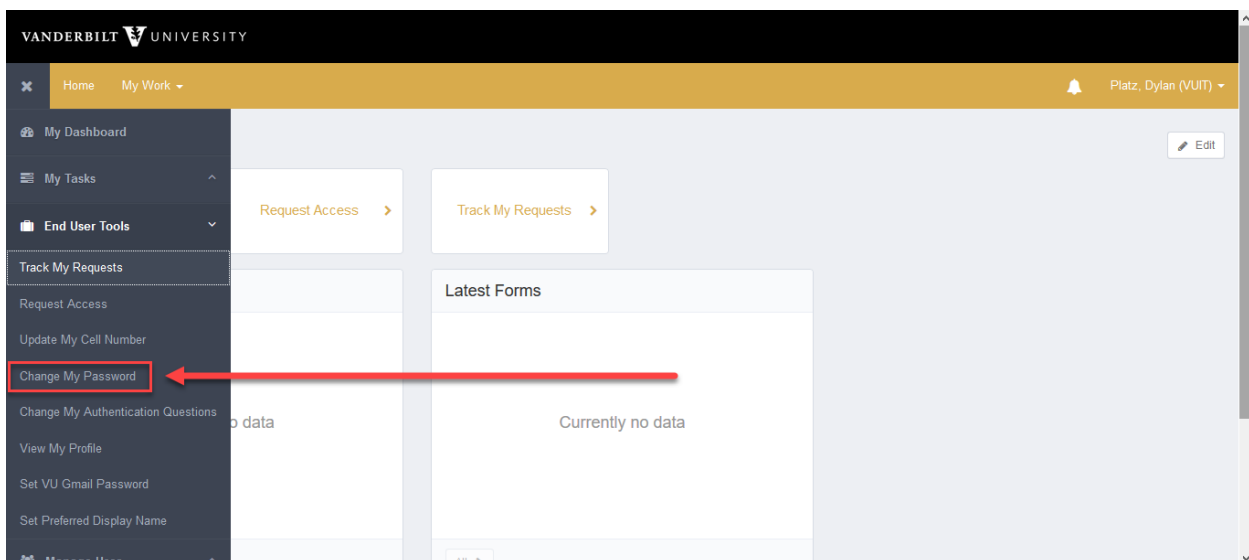# Personal Options – Change ePassword

1. Upon clicking the link, you will be asked to log-in (via PING single sign-on) and will be taken to your VU Identity Home page.

2. To change your password (or access other end user tools), click the hamburger icon in the top left of your screen. You will find it situated to the left of the "Home" button.

3. Clicking the hamburger will expand the drop down menu items. Select "End User Tools" to see available options. Select "Change My Password."

4. Confirm your VUNetID is displayed at the top and update your password.

- **Note:** You will need to enter your current password in the first field before entering your new password in the following two (noted in the image below).

Please note the criteria required to set up your new password:

- Must **not** include VUNETID, first name or last name
- Must **not** be equal to the last 10 passwords
- Must be between 8-16 characters
- Must meet at least 3 of these 4 requirements:
    - At least 1 letter (lowercase)
    - At least 1 letter (uppercase)
    - At least 1 number
    - At least 1 special character (! @ # $ % ^ & * +)

5. Click Continue at the bottom right of the screen.

NOTE: Once your password is changed, it will take a few minutes to propagate throughout the systems.