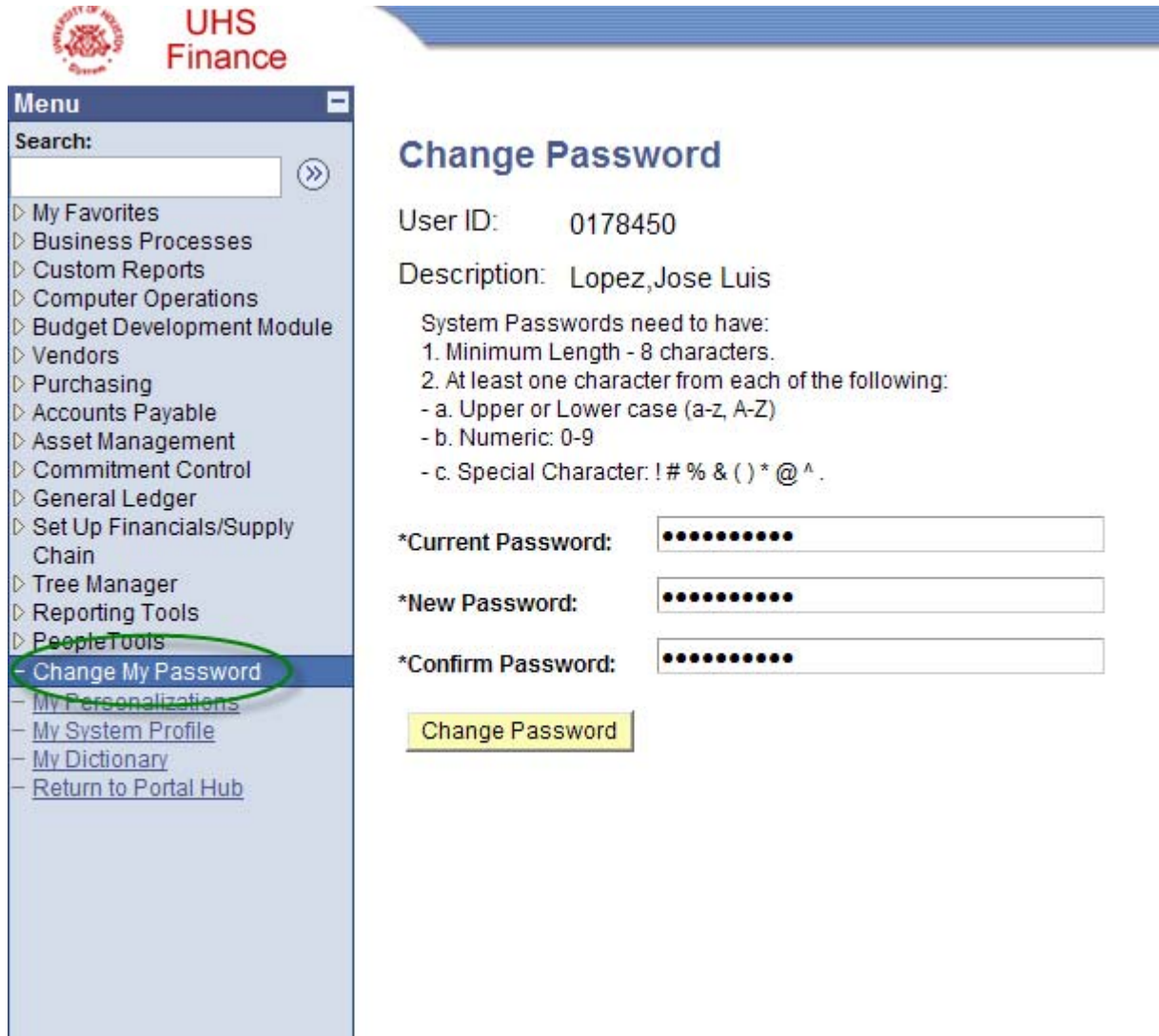


Change Password

1. On the main menu, select **Change My Password**.



The screenshot shows the UHS Finance portal interface. At the top left is the University of Houston logo and the text 'UHS Finance'. A 'Menu' sidebar on the left contains a search bar and a list of navigation items. The 'Change My Password' item is highlighted with a blue bar and a green circle. The main content area is titled 'Change Password' and displays the user's ID as '0178450' and their description as 'Lopez, Jose Luis'. Below this, it lists password requirements: a minimum length of 8 characters, and at least one character from each of the following categories: upper or lower case (a-z, A-Z), numeric (0-9), and special characters (! # % & () * @ ^ .). There are three input fields for '*Current Password:', '*New Password:', and '*Confirm Password:', each containing ten black dots. A yellow 'Change Password' button is located at the bottom of the form.

2. Enter your current password.
3. Enter the new password. The password must be at least 10 characters in length with at least 1 digit.
4. Enter the new password again.
5. Click Change Password. This will update your password for all applications including the UHS Portal.