Password - SoCo

Sonoma County specific Password requirements

Updating Password:
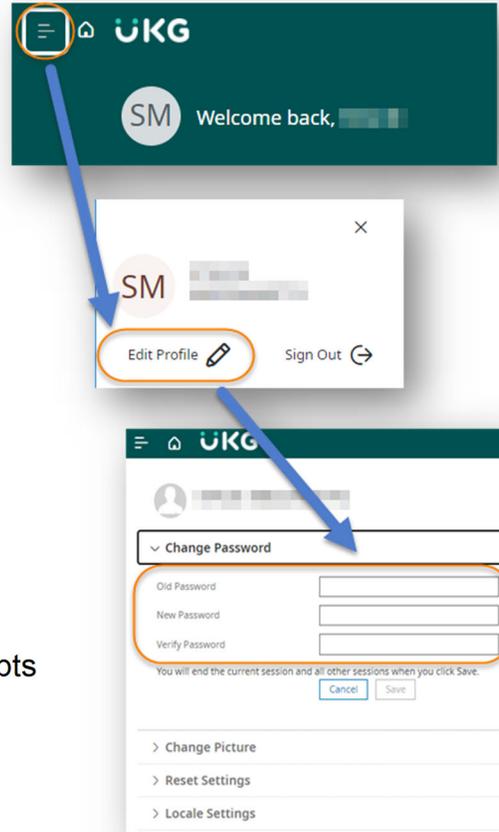
To update your password:

- Click **Main Menu**
- Select **Edit Profile**
- Enter **Old Password, New Password**, and **Verify Password**
- Click **Save** Button

The password must consist of:

- Uppercase Letters
- Lowercase Letters
- Non-alphanumeric Characters
- Numbers
- Minimum of 8
- Cannot use the previously 5 used passwords

➢ **Locked Out** - Account will be locked after 5 failed attempts to login

➢ **Lockout Duration** – After 30 minutes of inactivity the application will automatically log you out.

IF you Forgot password:

Click the Forgot my password link, then move through the following screens: