

# Changing your INB Password

**INB Passwords must be changed every 120 days.**

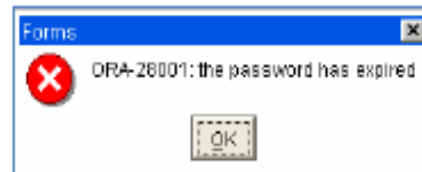
- Daily countdown warning begins 8 days before each 120 day period ends.
- Receive a pop-up message that alerts you that your password will expire in X days.
- May change by clicking the Change Password link on the main screen on the left.



- On last day a warning message alerts you that "the password will expire within 0 days." You will be forced to change your password the next time you log in.



- If you attempt to login after the 120 days, a pop-up message alerts you that your password has expired. Click the OK button, another window displays for you to change your password.



- Setting a New Password**
  - Enter your old password.
  - Enter your new password.
  - Enter your new password a second time to verify.
  - Click the Save icon.

## Setting a New Password



We recommend a STRONG Password. An ideal password is long and has letters, punctuation, symbols, and numbers.

- The minimum length is four characters.
- The password cannot be the same as the username.
- The password must have at least one alphabetic, one numeric, and one special character.
- The password must differ from the previous password by at least three letters.
- Cannot reuse same password again within one year (365 days).
  
- You can use numbers, letters, and special characters in your INB password. However, not all special characters can be used. The following special characters **are allowed**: ! \* + - / \_  
The following special characters **should not be used**: @ # \$ % ^ & = ( ) , < > ` ~ ; " : \ ?