

# Changing your Password

In order to maintain security, or in the event of a need to change a user password, this is completed here. Arriving from the COSMOS Toolbar, clicking on the 'Password' tab asks the End User for the following information:

**Current password:** the password used by the user to login to COSMOS

**New password:** the new password required for access to COSMOS. This is required twice.

Once a new password has been supplied, click 'Change Password' to store it.

The new password must be 8 characters or more.

## Your account

Account [Password](#)

### Change password

Current password

New password

New password

Change password

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