

# CHANGING A PASSWORD

*For External Users*

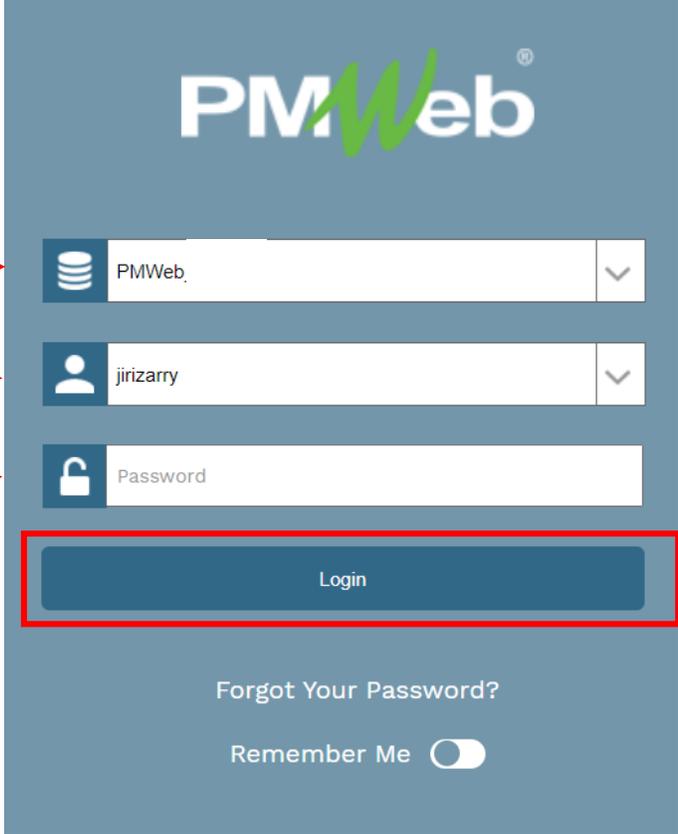
## CHANGING A PASSWORD

*In accordance with NJSDA policy, your password should be changed every 90 days, or any time you request for your password to be reset.*

\* If you forget your password, contact the IS Help Desk directly:

- 609-943-4960
- MISHelpDesk@njsda.gov

Log in to PMWeb.



PMWeb

PMWeb

jrizarry

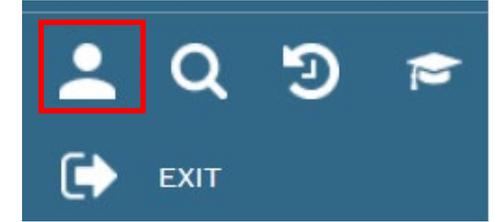
Password

Login

Forgot Your Password?

Remember Me

From the Main login page, click the **Silhouette figure** on the lower left side to open the **Profile** menu.



Under the **Settings** tab, in the **Login** section, enter your old password, your new password and confirm your new password by entering it again. Click **Save** to close the window.

**TAKE NOTE! New passwords must contain the following:**

- Must be 14 characters in length
- Must contain a minimum of 2 uppercase letters
- Must contain 2 numbers
- Must contain 3 special characters

A screenshot of a web application's profile settings page. The page title is "PROFILE - JI - Jennifer Irizarry". At the top left, there is a save icon (floppy disk) highlighted with a red box. To its right are icons for a document, a close button (X), and a clock. Below these is a tab labeled "SETTINGS" highlighted with a red box. The main content area is divided into two sections: "PROFILE" and "LOGIN". The "PROFILE" section includes fields for "Last Login" (08-02-2023 10:43:20 AM), "First Name\*" (Jennifer), "Last Name" (Irizarry), "Email\*" (jirizarry@njsda.gov), "Cell", and "Image" (with a three-dot menu). The "LOGIN" section, highlighted with a red box, contains three password fields: "Old Password", "New Password", and "Confirm Password".