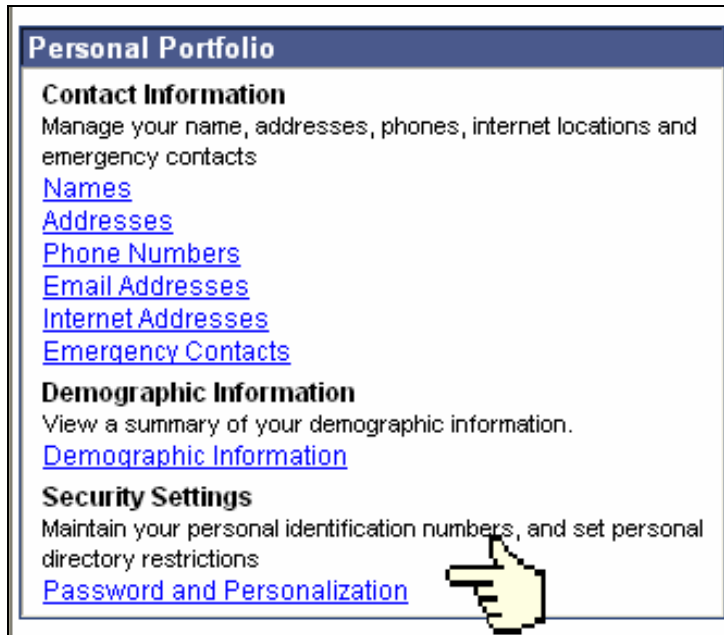


# Changing Your Password

Though you are not required to change your SOAR password, the IT department highly recommends that you do so. To change your password:

1. Click on the Password and Personalization link under the Personal Portfolio menu.



**Personal Portfolio**

**Contact Information**  
Manage your name, addresses, phones, internet locations and emergency contacts

- [Names](#)
- [Addresses](#)
- [Phone Numbers](#)
- [Email Addresses](#)
- [Internet Addresses](#)
- [Emergency Contacts](#)

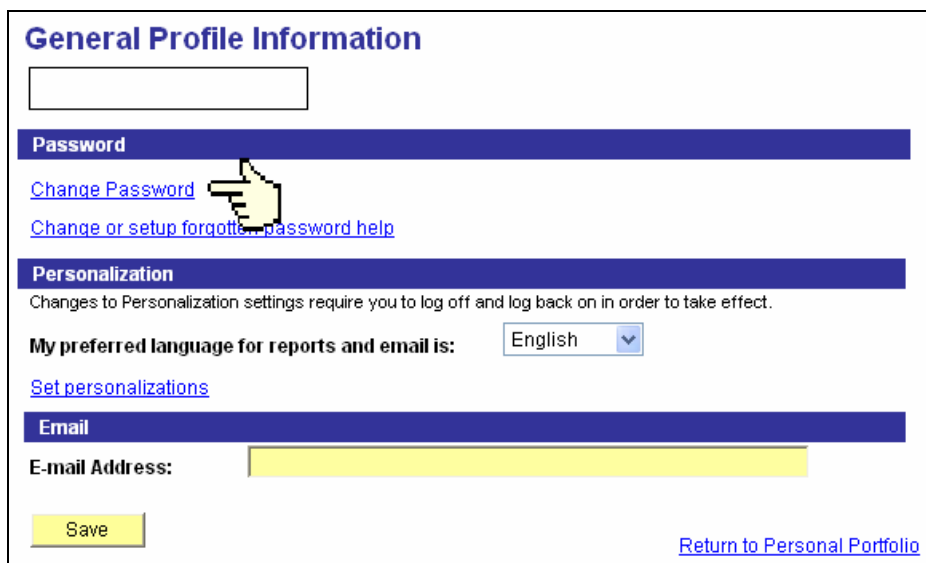
**Demographic Information**  
View a summary of your demographic information.

- [Demographic Information](#)

**Security Settings**  
Maintain your personal identification numbers, and set personal directory restrictions

- [Password and Personalization](#)

2. Next, click on the Change Password link and enter the requested information.



**General Profile Information**

**Password**

- [Change Password](#)
- [Change or setup forgotten password help](#)

**Personalization**  
Changes to Personalization settings require you to log off and log back on in order to take effect.

**My preferred language for reports and email is:**

- [Set personalizations](#)

**Email**

**E-mail Address:**

[Return to Personal Portfolio](#)