Change an Expired MSupplier Portal Password

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Description
This job aid describes how to change your password when you receive Your password has expired notification. For MSupplier log in instructions, refer to the Logging into the MSupplier Portal job aid. Refer to the MSupplier Password Policy for information on creating a valid password.

Password Expired Notification Screen

Note: The supplier user receives this password expiration notification.
1. Click the Click here to change your password link.

Change Password Screen

Note: You are pompUser will be prompted with the Oracle/PeopleSoft Change Password Screen.
2. In the Current Password, New Password, and Confirm Password text boxes, type your current and new passwords.
3. Click Change Password.