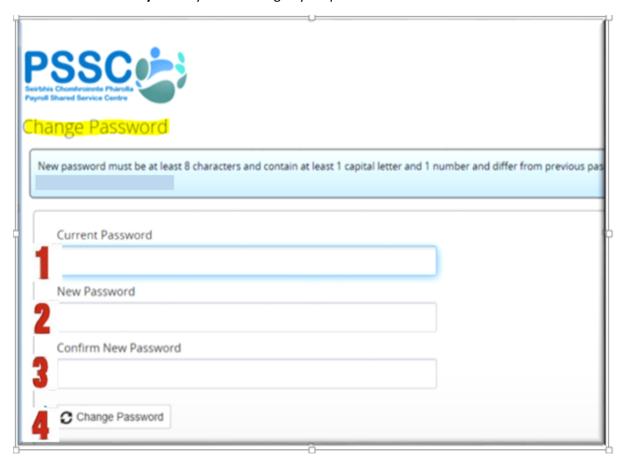# Why is the System asking me to Change my Password?

Core Portal is applying security best practice in prompting you to change your password.

If you sign in to Core Portal and get the following screen '**Change Password**' this means that it has been more than **90 days** since you last changed your password:

Please follow these steps in order to update your password:

1. Enter your current password in the first box:
   a. If you forgot your **Current Password** please refer to the '**I have forgotten my password**' guide on our website pssc.gov.ie.

2. Enter a <u>new</u> password in the second box. This must have at least **8** characters and must contain at least **1** uppercase (Capital) letter and **1** number.

3. Enter your <u>new</u> password again, this time in the third box to confirm.

4. Click Change Password