



# Why is the System Asking Me to Change My Password?

Payroll Shared Services (PSS) Contact Centre



**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:

**PSSC**  
Seirbhís Chomhroinnte Phairleála  
Payroll Shared Service Centre

**Change Password**

New password must be at least 8 characters and contain at least 1 capital letter and 1 number and differ from previous pas

Current Password

1

New Password

2

Confirm New Password

3

4

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 '**1 have forgotten my password**' guide on our website [pssc.gov.ie](http://pssc.gov.ie).

[Password/Registration Guide for Employees](#)

2. Enter a new 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 new password again, this time in the third box to confirm.
4. Click Change Password