

# How to Change Your Password

Last Modified on 30/01/2023 3:24 pm ACDT

The User Profile page displays a summary of your information and allows you to change your password.

## Changing your Password

If you are using Active Directory Authentication, you cannot change or reset your password via the Change Password page. Please contact your system administrator for more information or if in doubt.

1. To change your password, you need to login into CareRight.
2. Top right hand, click on the username and click on **User Profile**
3. Click **Change Password**.
4. Enter your current password.
5. Enter your new password, then confirm your new password (remember - passwords are case sensitive).
6. Click **Change Password**.

## Password Requirements

Your system administrator will be able to advise you as to what length and character mix is required for your password.

## Data Breach

CareRight checks your credentials against a **Data Breach** API - <https://haveibeenpwned.com/>

If your password has been exposed, you will see a notification on login: *Password has previously appeared in a data breach and should never be used. Please choose something harder to guess..*

It is **strongly recommended** that you immediately choose a new password.

## Password Managers

CareRight recommends the use of a Password Manager to generate and store your credentials; such as 1Password. This allows you to enable 2FA, manage passwords and change credentials in a secure fashion.

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