

Password Expirations

RxSentry passwords expire every sixty (60) days. When the expiration date is reached, a message will display indicating that you must change your password. Once you click **OK** on this message window, the following window will display:

Your password has expired. Please enter your current password and then enter a new password.

Current Password:

New Password:

Confirm New Password:

Passwords must contain the following:

- At least 8 characters in length
- 1 uppercase letter (e.g., A-Z)
- 1 lowercase letter (e.g., a-z)
- 1 digit (e.g., 0-9)

The following characters are invalid:
|&.:;\$%'`\"~<>()+!?,^*

Perform the following steps:

- 1 Type your current password in the **Current Password** field.
- 2 Type your new password in the **New Password** field, using the information displayed on this window as a password selection guideline.
- 3 Type your new password again in the **Confirm New Password** field.
- 4 Click **Submit**.

If the new password is accepted, a message indicates that the password change was successful. If the new password is not accepted, the message indicates that another password must be selected.

A message displays that your password was accepted and that you are required to log in using your new password.

- 5 Click **Log Out**. The log on window is displayed.
- 6 Type your user name in the **User name** field.
- 7 Type your password in the **Password** field.
- 8 Click **OK**. The RxSentry home page is displayed.