How to Change Password?

After user login to Samooha application, user will be shown "*My Profile*" view as shown below

Ny Profile ×								
	2 User Name	chrisw	Password:	Confirm:				
	Employee Deta	ils						
	Name	Chris	Account Code	EM01				
	Tax Number		NRIC Number	S1234567H				
	Comments							
Contact Information								
	Phone1:	93939393 Phone2:	Address	Singapore				
	Fax							
	E-Mail							
1	-Website-							
				Change Password Save Bevert				

To Change Password:

1. To modify the current password click on "Change Password" button on the bottom right of the screen. An application dialog will pop up for user to change the password.

2. Enter the current password* in the "Old Password"
field

My Profile ×				
2 User Name chrisw		Password:	••••••	Confirm:
Employee Details				
Name Chris		Account Code EM01		
Tax Number	OD Application Dialog	×	1	
Comments	Change/Reset Password]		
Contact Information	User Name Old Password			
Phone1: 93939393	Chris Wirianto	•		
Fax	New Password (Min 8 chars) Confirm New Pa	assword		
E-Mail				
-Website-				
		OK <u>Cancel</u>	Change P	assword Save Revert

3. Enter the new password and re-enter the new password* in the "Confirm New Password" field. System will prompt error, if the password in both the fields "New Password" and "Confirm New Password" are not the same.

*Note: password entered must be at least 8 characters length and contains the following:

- at least 1 upper-case / capital letter
- at least 1 lower-case letter

- at least 1 number
- at least 1 symbol (i.e. @, !, \$, etc)

For example: Goomi@123, January\$1980, Samuel99!

4. Click on the "Cancel" button to undo changing password.

5. Click on the "OK" button to save the new password