

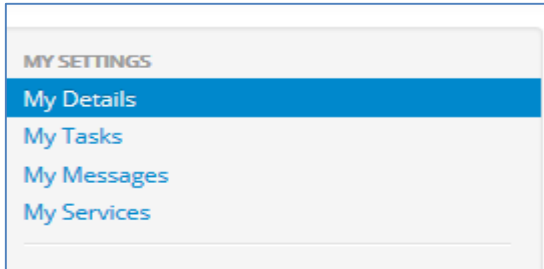
How to Change your password in Cloudplaza

Author	Philippe Wolfs
Approval	
Document	
Version	1.00
Date	
Distribution	

1. Procedure

- Go to <https://portal.cloudplaza.eu> and login with your credentials.
- Go to the 'My Account' section.

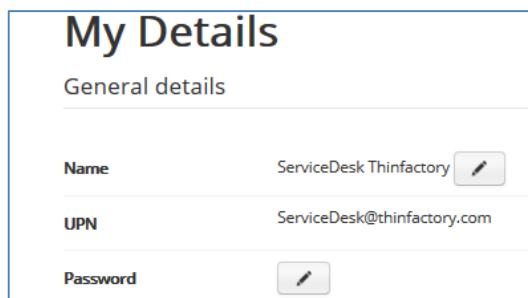
- select 'My details' from the menu under 'My Settings'



MY SETTINGS



- My Details
- My Tasks
- My Messages
- My Services

- Click on 'edit' right of 'password' to change your password.

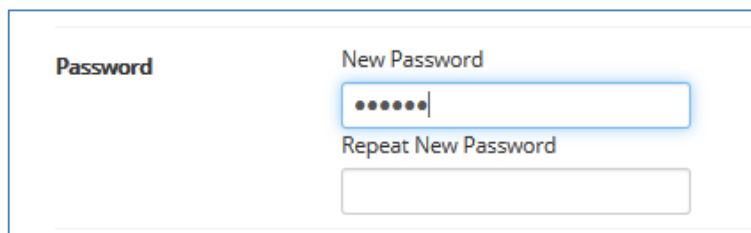


My Details

General details

Name	ServiceDesk Thinfactory	
UPN	ServiceDesk@thinfactory.com	
Password		

- type your password 2 times



Password

New Password


.....|

Repeat New Password

- Click on 'Update' below to apply your changes.



Update Cancel



The password does not contain all or part of the account name of the user. Part of an account name is defined as three or more consecutive alphanumeric characters delimited on both ends by white space such as space, tab, and return, or any of the following characters: comma (,), period (.), hyphen (-), underscore (_), or number sign (#).

The password is at least eight characters long.

The password contains characters from three of the following four categories:

Latin uppercase letters (A through Z)

Latin lowercase letters (a through z)

Base 10 digits (0 through 9)

Non-alphanumeric characters such as: exclamation point (!), dollar sign (\$), number sign (#), or percent (%).

Passwords can be up to 128 characters long. You should use passwords that are as long and complex as possible.