

# Juniper –Changing your password

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KTHR's password policy is enforced by the following rules that apply to all Users.

1. Passwords change every 90 days.
2. They must be made up of 7 characters and contain at least 3 of the 4 options
  - a. Capital Letter
  - b. Lower case letter
  - c. Number
  - d. Special Character eg @,\*,%

There are times when you are on holidays or on the road and you need to change your password. Or you do most of your work outside of a KTHR facility and you need to change your password.

IF you forget or fail to change your password and you are trying to connect to Juniper you will need to call **call eHealthSask Service Desk 1-888-316-7446** and they can reset your password.

Sign in as usual with your username and password and the correct Realm.

Once logged in look in the upper right and side to the Juniper tool bar.



Click on the Preferences button.

Then Click on the General tab.

The screenshot shows the 'Preferences' page with the 'General' tab selected. Under the 'Change Password' section, there are three input fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. A 'Change Password' button is located to the right of the 'Confirm Password' field.

Type in your Old Password and New Password as direct and click on the Change Password Button. Click on the Sign Out button and then Sign back on with your New Password to confirm it works.