

# Change Password (W5)

[This version is superseded. Click here to view the latest guide.](#)

## **PURPOSE**

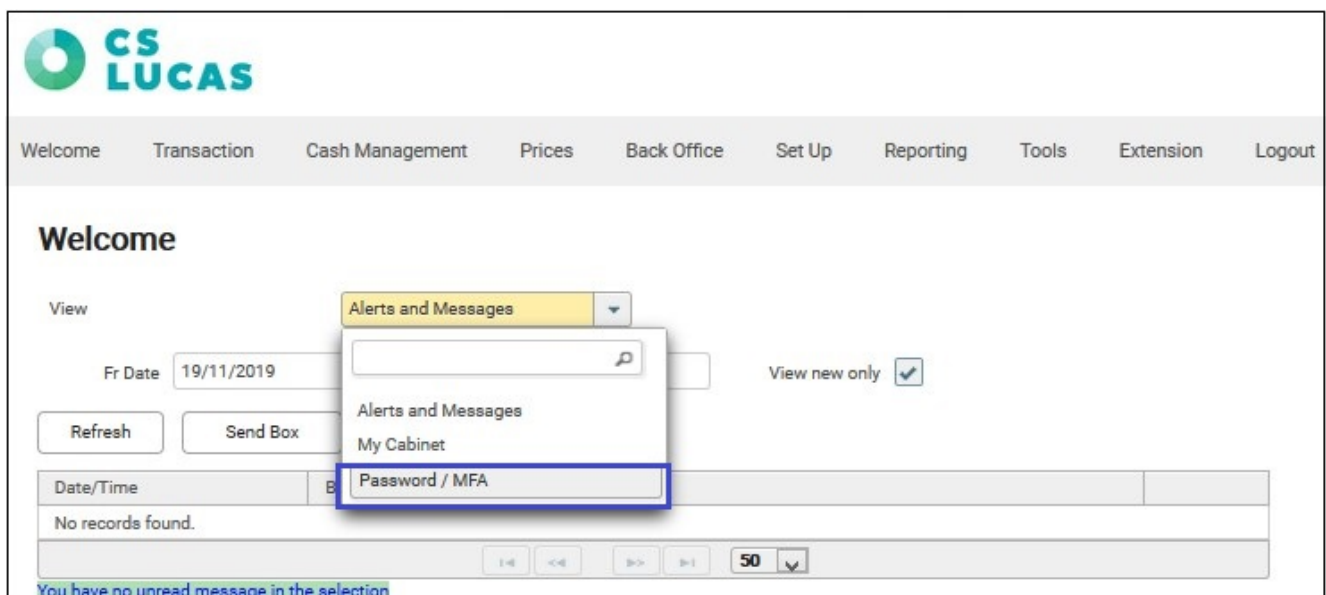
This document shows you how to change your CS Lucas password.

## **WHY IS THIS IMPORTANT?**

For security reasons, it is important that you use a strong password and change your password regularly to prevent any unauthorized access to the system.

## **PROCEDURE**

1. Login to the CS Lucas system with user ID and current password.
2. From the main menu, click on Welcome > Welcome. The Welcome page displays.
3. Click on the dropdown of the View field.



4. Select Password / MFA from the dropdown.

# Welcome

View

Password / MFA

User ID
dev01@12dl2d.com

Password expires in (days)
71

MFA Active
No

Change

Manage MFA

New Password

Rekey new password

Current Password

- Enter the new password.
- Enter the same password in the Rekey new password field.
- Enter the current password.
- Click Change.
- After your new and current passwords have been verified, your password has been changed successfully. Please remember your password for future logins.

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[Security Recommendations for CS Lucas](#)

## **CHANGE HISTORY**

Date	By	Changes
15-Feb-2008	-	Created
21-Sep-2016	Clarissa	Rewritten. Reformatted.
26-Nov-2019	Lyra	Updated Screenshots.