Changing Your E-Password
Follow these steps to change your E-Password:

1. Open this link in your web browser: [https://jprod.its.vanderbilt.edu/apps3/idm/user](https://jprod.its.vanderbilt.edu/apps3/idm/user). The E-Password Log In screen displays.

2. Enter your VUnetID and E-Password and click Login.
3. Click the **Change E-Password** link at lower left.
4. Enter your new password in the **Enter New Password** field, and then enter it again in the **Confirm New Password** field.

Note: The password must meet these criteria:

- contain at least eight (8) characters
- contain no more than sixteen (16) characters
- contain characters from at least 3 of the following character sets:
  - 1. abcdefghijklmnopqrstuvwxyz
  - 2. ABCDEFGHIJKLMNOPQRSTUVWXYZ
  - 3. 0123456789
  - 4. ~!@#$%^&*()_+-=;'./\[\]{}<>?,./?
- must be different from your current E-Password.
- cannot match any of your 10 previous E-Passwords.
- cannot match any other current network password you may have.
- cannot contain 3 consecutive characters from the VUnetID.
- cannot contain the VUnetID in reverse

After entering your new password, click **Change Password**.
Tab 3, Finish, displays.

You have successfully changed your E-Password. Click **Return to Menu** or **Logout** as appropriate.