



VANDERBILT

Changing Your E-Password

Follow these steps to change your E-Password:

1. Open this link in your web browser: <https://iproducts.vanderbilt.edu/apps3/idm/user> . The E-Password **Log In** screen displays.

E - PASSWORD HELP

Log In: VUnetID and E-Password Lighthouse

Welcome to the Identity Manager system. Enter the requested information, and then click **Login**.

VUnetID

Password

Login

Forgot your e-password? [Click here.](#)

2. Enter your **VUnetID** and **E-Password** and click **Login**.

Tab 1, **E-Password Management Options**, displays.

The screenshot shows a web interface for E-Password Management. At the top right, there are buttons for 'LOGOUT' and 'HELP'. The main heading is 'E - PASSWORD'. Below this, the page title is 'E-Password Management'. A prominent banner features a large yellow number '1' and the text 'Vanderbilt Identity Manager e-Password Management Options'. A welcome message reads: 'Welcome to the e-password management menu. Click a link below.' The user's profile information is displayed: 'First Name: Test', 'Last Name: Userac', and 'Email: test.userac@vanderbilt.edu'. At the bottom left, there are two links: 'Change E-Password' and 'Manage E-Password Recovery Questions'.

3. Click the **Change E-Password** link at lower left.

Tab 2, **Change E-Password**, displays.

LOGOUT HELP

E - PASSWORD

Change E-Password

1 2 3 **Vanderbilt Identity Manager**
Change e-Password

Following the criteria listed here, create a new e-password and enter it below. Enter it a second time, then click **Continue**.

Take care to select a password that you can remember. Do not share your password with anyone.

- The password must contain at least 8 and at most 16 characters.
- The password must contain characters from at least 3 of the following character sets:
 - 1. abcdefghijklmnopqrstuvwxyz
 - 2. ABCDEFGHIJKLMNOPQRSTUVWXYZ
 - 3. 0123456789
 - 4. ~!@#%&*()_+ = ; ' / [] { } > < , . / ?
- The password must be different from your current e-password.
- The password cannot match any of your 10 previous e-passwords.
- The password cannot match any other current network password you may have.
- The password cannot contain 3 consecutive characters from the VUnetID.
- The password cannot contain the VUnetID in reverse.

VUnetID useract

Enter New Password *

Confirm New Password *

* indicates a required field

Change Password Cancel

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.

The screenshot shows a web interface for changing an e-password. At the top, there is a yellow header with the text "E - PASSWORD" in large, black, serif font. In the top right corner of the header, there are two small black buttons labeled "LOGOUT" and "HELP". Below the header is a dark grey horizontal bar. The main content area has a white background. At the top of this area, it says "Change E-Password". Below that is a black horizontal bar with three white boxes containing the numbers "1", "2", and "3". The number "3" is highlighted in yellow. To the right of these boxes, the text "Vanderbilt Identity Manager" is written in yellow. Below the black bar, the word "Finish" is written in yellow. The main text area contains the following: "Congratulations! You have successfully changed your e-password.", "Take care to remember your new password, and do not share it with anyone.", and "Click: Return to Menu, or Logout." At the bottom left, there are two buttons: "Return to Menu" and "Logout".

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