HOW TO CHANGE YOUR COMPASS PASSWORD

1. Access the User Database Profile form from the Navigator screen.
2. Enter your old password, new password, and type the new password one more time to confirm it.
3. Click OK.

Please keep the following in mind as you chose a new pw.

- The first character of your COMPASS passwords MUST be an alpha character.
- COMPASS passwords needs to be a minimum of 8 characters and contain letters and number.
- New passwords MUST differ from previous passwords by at least 3 characters
- If using a special character in the password you should use the dollar sign($), underscore(_) or pound sign (#). Many other special characters are reserved characters in Oracle and will cause problems with your password. Avoid using the at sign (@) and the colon (:) as special characters as they will cause problems with your account.

If you forget your password you can use the Compass Password Tool to rest it: https://tools.uservices.umn.edu/secure/compassreset/