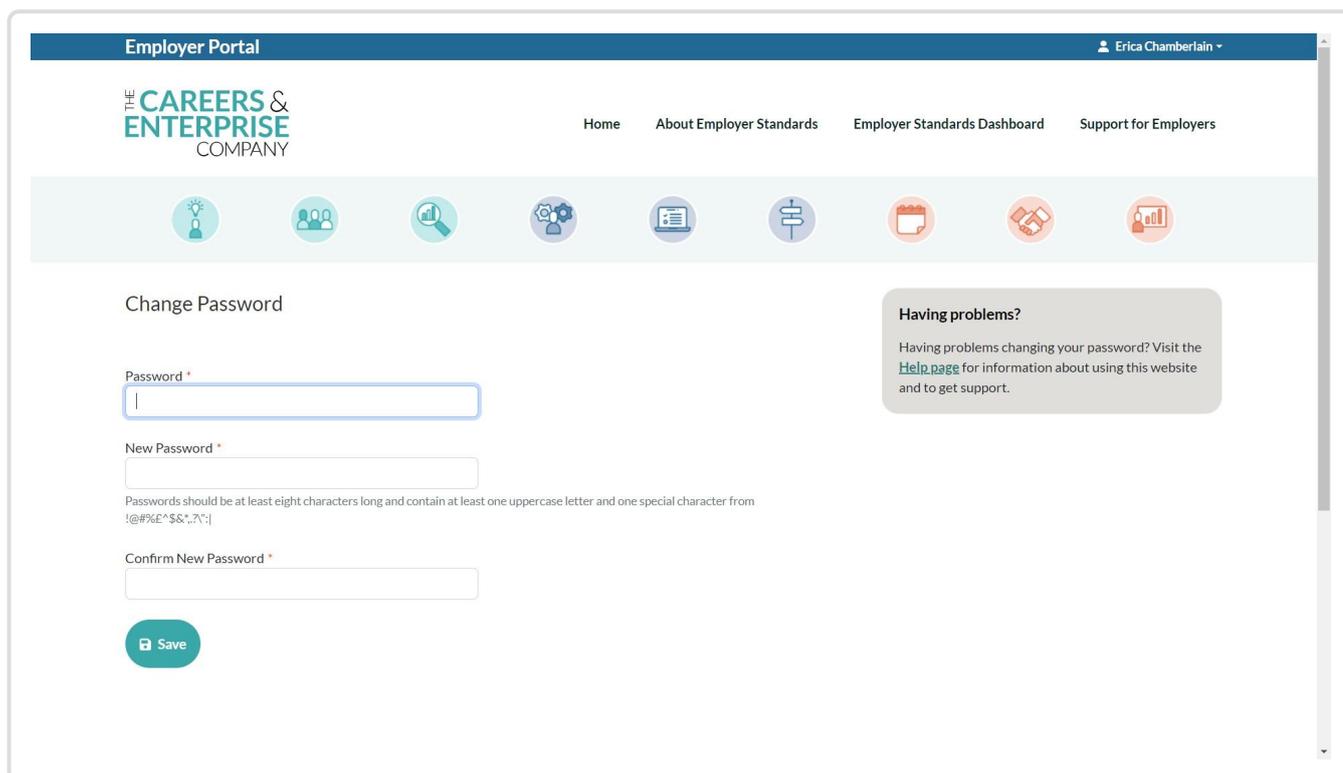


Changing your password

Please note: Due to ongoing product developments, what you see in the guidance below may be slightly different to what you see on your screen when logged in to Employer Portal, but the process/overall functionality remains the same.

To change your password, you must be logged in to Employer Portal. (If you don't know your password to log in, please look at the guidance for ' [forgotten password](#) ' instead). Click on 'login', then on the next page select 'Change password' from the menu to the top-right of the screen.

The change password screen will be displayed:



The screenshot shows the 'Change Password' interface in the Employer Portal. At the top, there is a navigation bar with the logo for 'THE CAREERS & ENTERPRISE COMPANY' and links for 'Home', 'About Employer Standards', 'Employer Standards Dashboard', and 'Support for Employers'. Below this is a row of icons representing various services. The main content area is titled 'Change Password' and contains three input fields: 'Password *', 'New Password *', and 'Confirm New Password *'. A 'Save' button is located at the bottom left. A help box on the right side of the form asks 'Having problems?' and provides a link to the 'Help page' for more information.

You will need to enter your existing password, before entering and confirming a new one.

Note: passwords should be at least eight characters long and contain at least one upper-case letter and one special character from !@#%£^\$&*,.?\";|

Click 'Save' at the bottom of the screen to change your password.