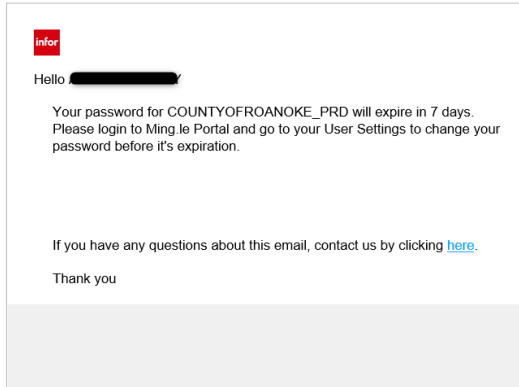## Password Expiration – Changing Password

Your Global HR password will expire and need to be changed every 90 days.

You will be notified by e-mail to change your password within so many days before it expires. The e-mail you get will look like this, please do not mark it as phishing.
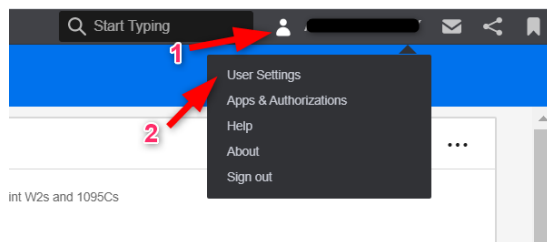

Once you have logged into your Global HR Account, you'll need to access your Global HR Homepage. To do that:
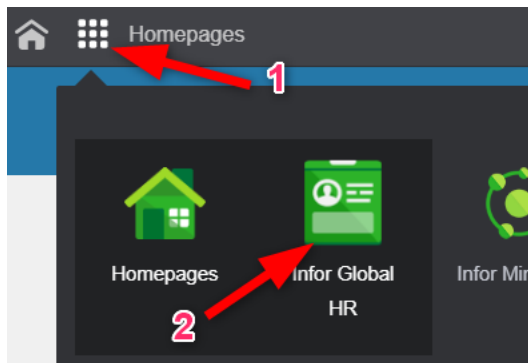
1)Click the grid in the upper left corner.
2)Click on the Infor Global HR icon.

To change your password:

1) In the upper right corner of the home screen, click the silhouette next to your name.
2) Select User Settings from the dropdown menu.

(scroll to the next page of instructions)

On the next screen:

User Settings	
Profile Info	**Account Management**
Localization Settings	To change your password, enter your current password and create a new password
Notifications and Prompts Settings	Current Password
Security Settings **1**	
Account Management	New Password
Client Access Grant	
2	Confirm Password
	Cancel Save **5**

3 (Current Password)
4 (New Password / Confirm Password)

1) Select Security Settings on the left side menu.
2) Click Account Management.
3) Enter your old password.
4) Enter and confirm your new password:
   - Your password cannot be the same as your previous 3
   - 8 characters in length
   - At least 1 uppercase letter
   - At least 1 lowercase letter
   - At least 1 number
   - At least 1 special character. Ex. @,#,$
5) Click Save