Change Password Instructions
# Introduction

## 1.1 Password change every 120 days

UCLA chose Oracle Enterprise Performance Management (EPM) Cloud for its planning and Oracle has a mandatory password change policy every 120 days. The purpose of this document is to outline the steps you need to perform to change your password.

## 1.2 Email Notification from Oracle

The process will begin when you receive an email notification from Oracle with a subject line of "Password Expiry Warning". The email will look like the screenshot below.

In the body of the email, you will find a “Click HERE” link. If you click on the HERE it will take you to the Oracle Cloud Log In screen, as shown in the next step.

**Subject:** Password Expiry Warning

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**Hello User,**

Your password will expire on 20-May-2021. To specify a new password, you must access your account.

**Account Details**

- **Identity Domain:** ebyx
- **Data Center/Region:** us2

Click **here to** access your account. Enter your User Name and Password. Click **Sign In**.

If you don't remember your username, contact your system administrator or Oracle Cloud Support. If you don't remember your password, you can recover using responses to security questions you have set.

**Common Tasks**

- [Change passwords](#)
- [Learn about predefined roles and accounts](#)
1.3 **Sign in to Oracle Cloud**

The screenshot below shows the Oracle Cloud Log In screen. Please enter your current user id and password

![Sign in to Oracle Cloud](image)

Another way to get to the Log In page is through the link below:

https://myservices.us2.oraclecloud.com/mycloud/cloudportal/dashboard

Note; if you are asked for a Domain, then please enter UCLA’s domain name of: **EHJW**
1.4 **Once logged in, Click on the Profile picture in the top right corner**

Once you have logged in, click on the Profile Icon at the upper right corner of the screen, and a drop down will appear.

One the choices in the drop down is “Change Password” highlighted in **YELLOW** in the screenshot below:

![Screenshot](image_url)

1.5 **Change password and set Challenge Questions**

On the next screen you get the opportunity to set you password as well as Challenge Questions.

Please set both and write down both. The challenge questions will allow you to reset your own password in the future if you should forget it.

![Screenshot](image_url)