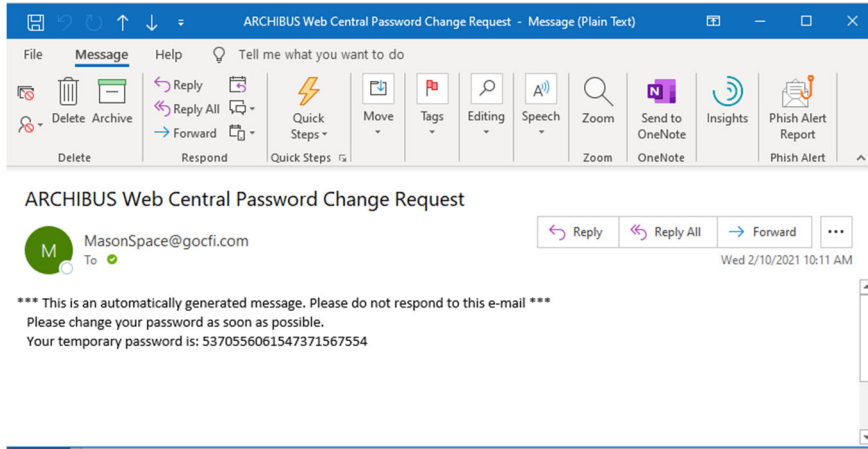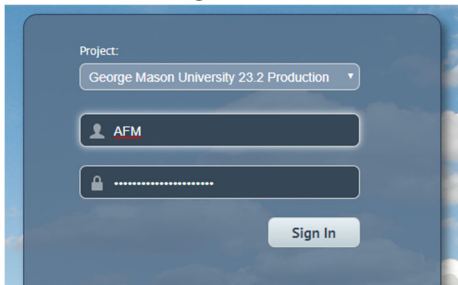# User Password Change Instructions – Archibus Database
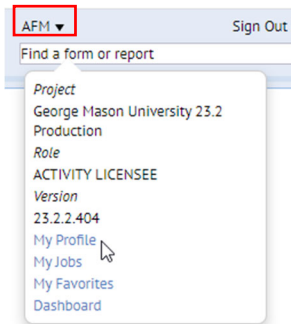
1. **User will receive an email from Archibus with the new password for their account.**



2. **User will need to login to Archibus with new password from email.**



3. **After logging in, click on your Username dropdown in the upper-right corner, and choose My Profile**

4. **On dialog box that appears, click Change Password button.**



5. **Enter old password (password sent from Archibus email)**

6. **Enter new password (must be 8 characters long)**

7. **Click Change button**



8. **Click Save button on My Profile, and then Close.**

9. **New Password is now set.**