



## TARDIS - Working Practice Document No: 036

### Changing a password

An option is available within the TARDIS website to allow investigators to change their password. Investigators will also be obliged to change their password if it becomes more than one year old.

After login, the '**You have successfully logged in**' web page contains a link to '**Change password**'. Clicking on this link results in the following being displayed

### Password reset

Please input your current password and the new password you would like to use.  
The new password should be between 8-12 characters in length.  
It should contain at least 6 unique characters with at least:

- 2 uppercase (A->Z)
- 2 lowercase (a->z)
- 2 non alphabetic (i.e. numbers or symbols)

Current password:

New password:

Repeat new password:

**You are logged in:** [Continue](#)

The 'new' password is checked against a number of criteria:-

It must be between 8-12 characters in length

It must contain at least 6 unique characters with at least:

- 2 uppercase (A->Z)
- 2 lowercase (a->z)
- 2 non-alphabetic (i.e. numbers or symbols)

In addition, it should be significantly different from the 'current' password.

If the investigator does not have the time to change the password on that login, they can press 'continue' to proceed to the main website. The next occasion they login, they will be prompted to change their password again.