How to Change Your Universal Password

1. Your password is the one you use to access all Trimac applications. Changing your password here will change it in all Trimac applications. On your AD Self Service Plus homepage, click the "Change Password" tab in the top left corner.
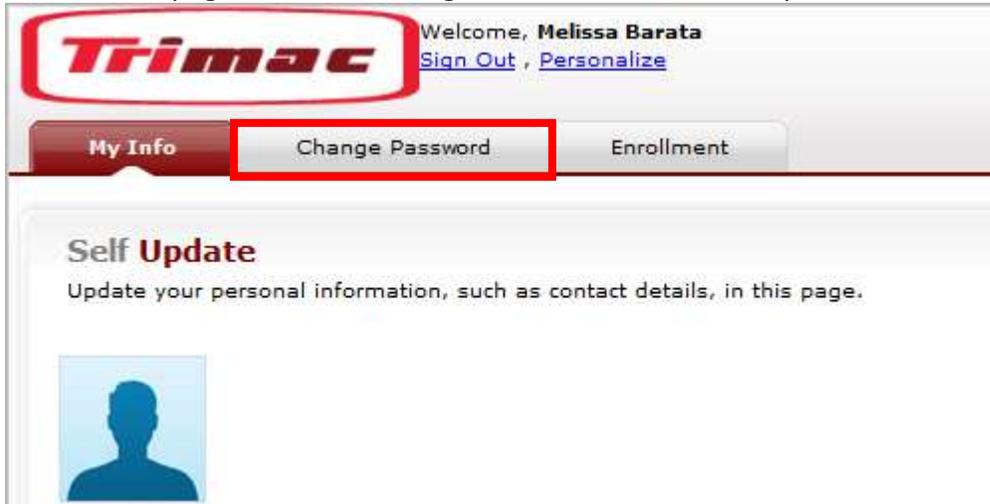
2. You should be taken to the following page:

3. Enter your old password and then in the "New Password" field, enter your new password. Remember that the password you create must meet these minimum requirements:
   - There must be a minimum of 9 characters
   - There must be at least one letter
   - There must be at least one number
   - There must be at least one special character ($, #, !, ?, etc.)

4. Click the "OK" button at the bottom of the page.
5. You have successfully changed your password. The password you have created will expire after 90 days and you will be required to change it again. Repeat this process to change your password again.