



# Capital HR User Guide

<https://www.caphrehrp.psc.gov>

## Changing Your Password



### Procedures

#### 1) Navigation

Home > Change My Password

*Note: You must change your password the first time you access the system.*

### Change Password

User ID:

Description:

\*Current Password:

\*New Password:

\*Confirm Password:

Change Password

#### 2) Enter your Current Password

#### 3) Enter your New Password.

#### 4) Password Requirements and Protections are the following:

- a) Must contain a minimum of 8 non-blank characters.
- b) Must contain at least one each of alpha and numeric characters.
- c) Must contain at least one each of upper case and lower case letters.
- d) Must contain at least one special character, e.g., #, \*, @.
- e) Passwords are case sensitive.
- f) Passwords are set to expire every 90 days
- g) Password will automatically disable after 3-failed log on attempts (Call NIH Help Desk at 496-3477 to request that it be unlocked.)

#### 5) Enter your New Password again to confirm.

#### 6) Click the 'Change Password' button.

7) Click the OK button on the confirmation screen

**Password Saved**



Your password has successfully been changed.

OK

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For Help Contact HR Systems Support:

Help Desk:  
301-451-1436

Email:  
[hssystemssupport@od.nih.gov](mailto:hssystemssupport@od.nih.gov)

Website:  
<http://hr.od.nih.gov/HRSystems/ehrp/default.htm>

Try It with OnDemand:  
<http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html>