# Change Password Using Self-Service

#### Introduction

DD Domain ID Self-Service capabilities were incorporated into the Qualfon Self Service portal. Process details how employees can change their own DD Domain password when needed. Employees must know what the current old password is to change it. If they don't know, follow the Reset Password Using Self-Service process.

#### Details

If an employee's DD Domain password was manually reset by a member of the Desktop team, they will have to wait 2 full business days before they can change the password to something else using the Self-Service tool.

- BEFORE you can change, reset or unlock your DD account in the Qualfon self-service portal you MUST Enroll first! If you haven't done this yet, follow the Enrolling DD Domain ID for Self-Service process.
- 2. Go to https://resetpw.qualfon.com.
- 3. Click on the dropdown to change **QUALFONCENTER** to **DD**.
- 4. Enter your **Username** and click **Login**.

:	Log In	
	Username	
	QUALFONCENTER ~	
	QUALFONCENTER	
۶	Forgot your password?	^
Ô	Account locked out?	^

5. Enter your **Password** and click on **Login**.

	QUALFON	
•	Log In	
	Hello Amy Zartman, enter your password to login Change	
	Password 🔒	
	Login	
۶	Forgot your password?	^
Ĥ	Account locked out?	^

 On the Change Password screen, enter your old (current) password, new password, and confirm new password. Please remember to follow the Password Policy Requirements as stated below.

**IMPORTANT**: You only have 5 minutes to finish this process.

Change Password Enrollment					
Change Password (?)					
Old Password					
New Password					
Confirm New Password					
	<ul> <li>The minimum password age is 1</li> <li>The maximum password age is 90</li> <li>The minimum password length is 8</li> <li>No. of passwords remembered is 6</li> <li>The password complexity property is enabled</li> </ul>				
	Change Password Cancel				

- 7. Once the password information is entered, click on **Change Password**.
- 8. If it is **successful**, the system will notify you with this message:

0	Your password has been changed successfully.	
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### **Related Articles**

## **Revision History**

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