

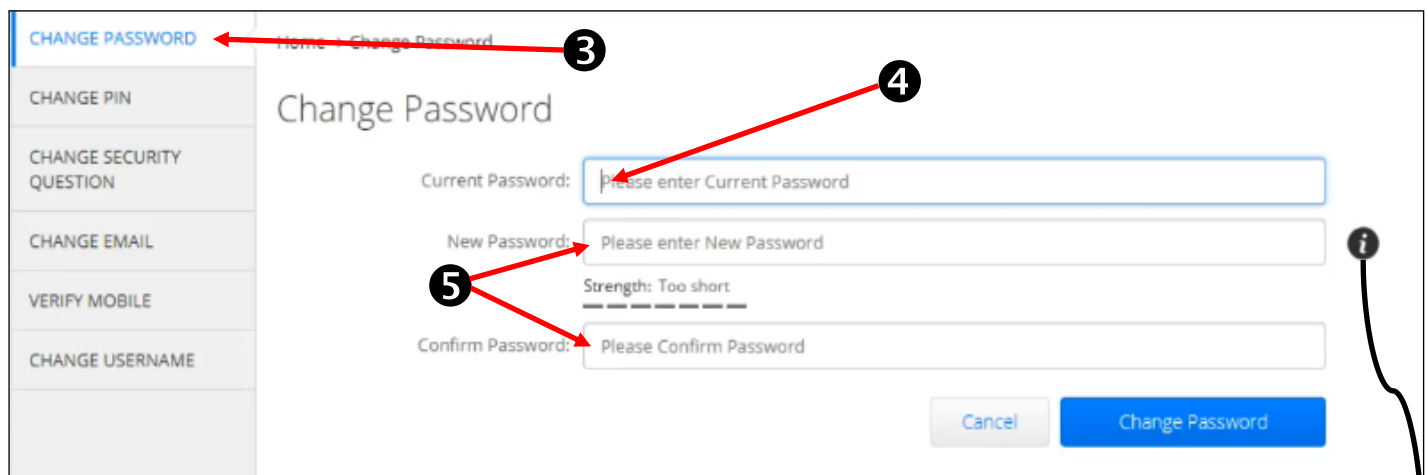
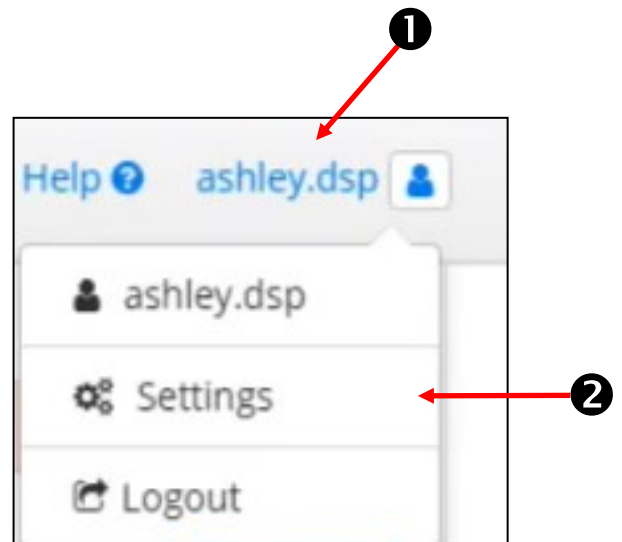


How to Change Your Password

aveanna CARE
POWERED BY DCI

From any Screen:

1. Select your username from the top right corner
2. Select Settings from the drop-down menu
3. Select Change Password tab if not already selected
4. Enter your current password in the appropriate field
5. Enter your new password in the appropriate fields



Select the information icon to view password criteria

Password Criteria:

- Must be at least 10 characters
- Must contain 1 uppercase letters, lowercase letters, numbers and special characters (ex. !@\$%)
- Must not contain more than two (2) repeated characters in a row
- The password should be different from the 3 previous passwords



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Continued:

6. Select the blue Change Password button
7. Select Yes on the pop up screen
8. A screen will appear conforming your password change
9. You will receive an email from support@dcisoftware.com

CHANGE PASSWORD

Home > Change Password

Change Password

Current Password:

New Password: ⓘ

Strength: Too short

Confirm Password:

Alert

Are you sure you want to Change password?

8 Password Changed Successfully!

9 email from support@dcisoftware.com confirming password