
Self-Service: Update Your Password

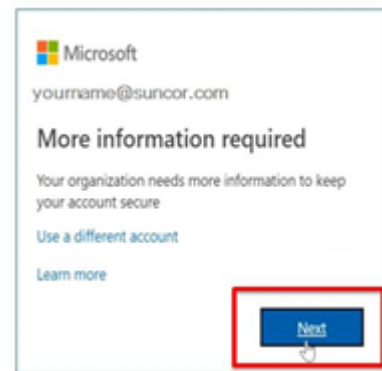
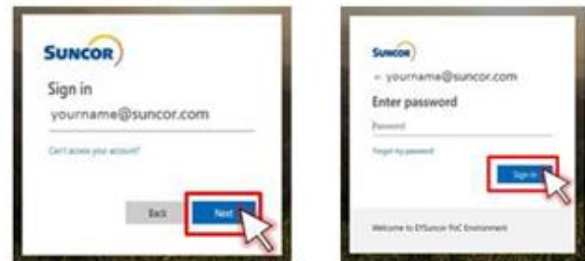
Purpose	<p>This Quick Reference Guide describes how to update your Password when:</p> <ul style="list-style-type: none">You received a reminder that your password is about to expire and you want to reset it before it expires.You want to use a different password than you originally set.
Intended User	<p>This guide is intended for users that are currently registered for Microsoft Multifactor Authentication and can access the SSPR tools.</p>

Procedure Steps

Sign-In

Note: If you are already signed in, this link will take you directly to the **Security Info** page of the SSPR tool. You can bypass these 4 steps and go to **Access Password Management** on the next page.

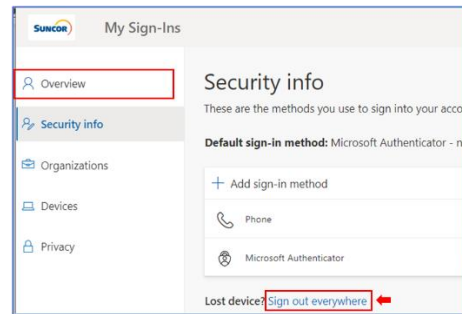
1. Copy & paste this link into your computer's internet browser and press **Enter** on your keyboard <https://aka.ms/setupsecurityinfo>
2. Enter your account and click **Next**.
3. Enter your password and click **Sign in**.
4. You are directed to the Microsoft "*More information required*" window. Click **Next**.



Access password management

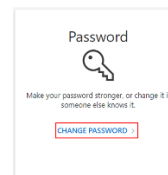
1. At the bottom of the **Security info** pane, click **Sign out of everywhere**.
2. On the left of the **Security info** pane, click the **Overview** tab.

The **Overview** pane opens and displays your account and clickable info tiles.



3. Find the Password tile and click **CHANGE PASSWORD**.

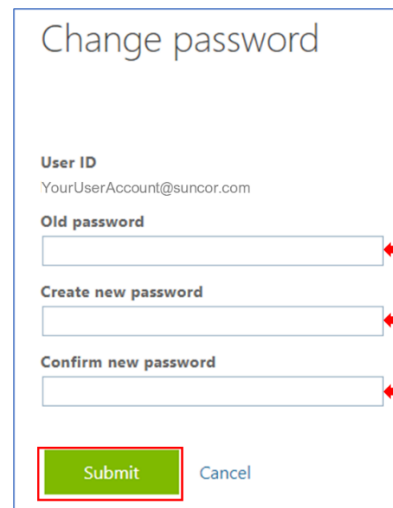
The **Change password** dialog opens.



4. Input your **Old password**
5. Input & Confirm your **New password** using the following rules:

Password Rules:

- Be a minimum of 8 characters in length and a maximum of 14 characters in length
- Must contain at least one uppercase letter
- Must contain at least one lower case letter
- Must contain at least one number
- May contain at least one symbol (!@#\$%^&*()_~`{}|:;'"<>?,./) but not a space
- Must not contain a simple sequence or pattern of characters or numbers (e.g. abcde, 12345, qwerty, aaaaa)
- Must not contain the user name or account name to which they apply
- Must not contain proper words or dictionary words of over 4 characters in length
- Must not contain reserved words (e.g. Suncor, Petro, Sunoco, Firebag)



6. Click **Submit**

You can now sign in to your account with your new password.

Remember: All places/apps where you sign in with your Suncor account requires the new password. If you have stored instances of your password, resave when prompted.