

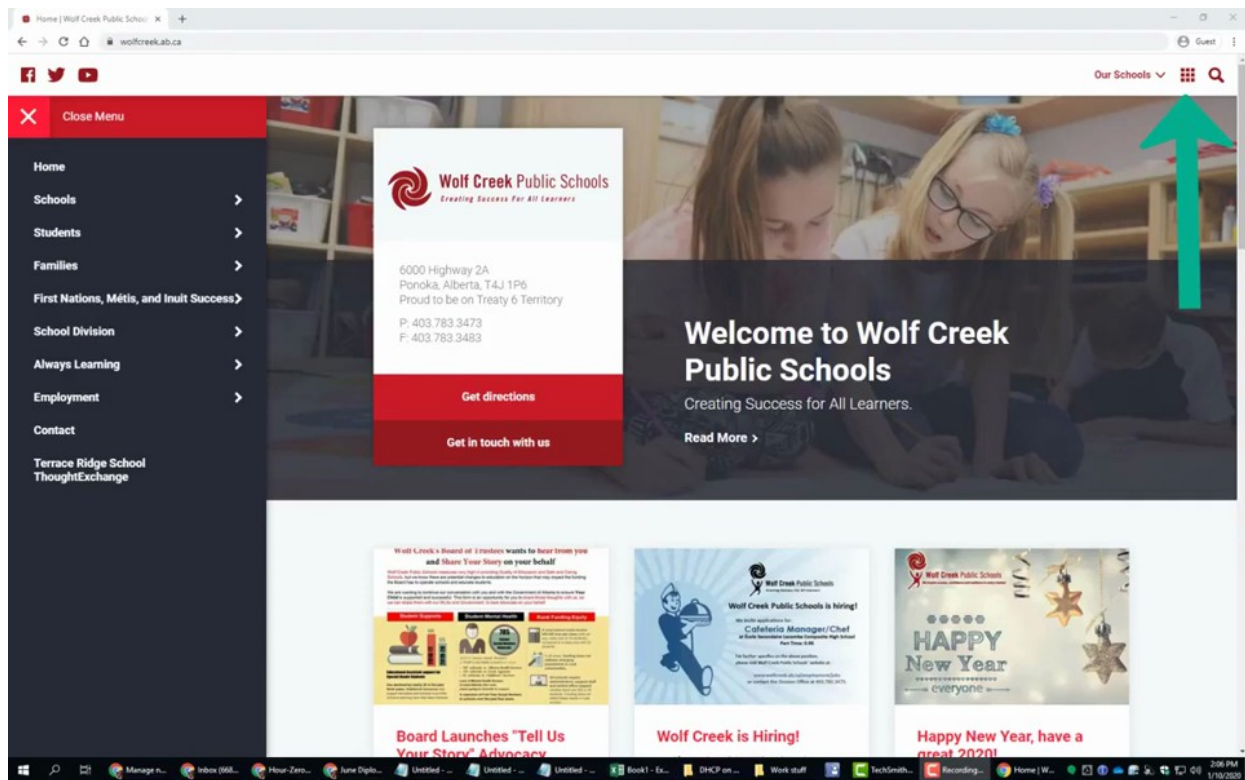
Change Your DocuShare Password

Update the password used by your DocuShare account

Before you begin: Sign in to DocuShare in a web browser.

STEP 1 Open account settings

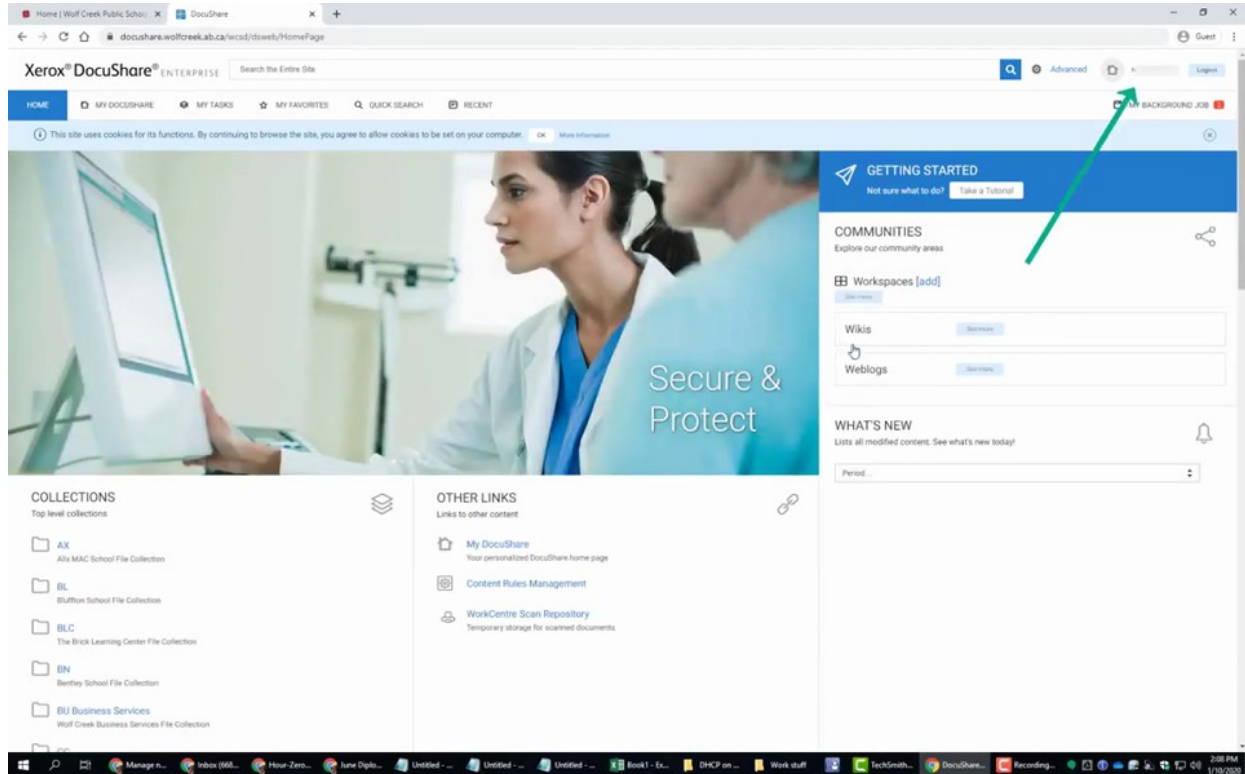
Select your account or profile menu in the upper-right corner, then open your personal settings.



Open the account menu in the upper-right corner.

STEP 2 Open the password settings

In your personal settings, select the password or change-password option.



Open the password settings.

STEP 3 Enter the new password

Enter your current password, enter the new password twice, and select Apply or Save.

The screenshot displays the 'Change Password' interface within the Xerox DocuShare Enterprise application. The main content area contains the following fields and controls:

- Username:** A text field with a blurred value.
- Last Name:** A text field with a blurred value.
- First Name:** A text field with a blurred value.
- New Password (required):** A password input field.
- New Password Confirm (required):** A password input field.
- APPLY:** A button to submit the changes.

Below the input fields, a **Password rules** section is visible, indicating that the 'New Password Confirm' value must match the 'New Password' value.

The left sidebar provides navigation options, including 'View', 'Edit', 'Change Password', 'Change Username', 'Change User Level', 'Quotes', 'Change Domain', 'Scan Cover Sheet', 'Themes', and 'Activity History'. The top navigation bar includes 'HOME', 'MY DOCUSHARE', 'MY TASKS', 'MY FAVORITES', 'QUICK SEARCH', and 'RECENT'. The bottom of the page features links for 'Users & Groups', 'Quick Search Home', 'Help', 'About DocuShare', and 'Mobile Client Settings'.

Complete the password fields and save the change.

Finished

Use the new password the next time DocuShare Drive or the DocuShare website asks you to sign in.