

Contents

How to change your password with Windows Tools.....	1
Password Expiration:.....	1
Resetting your password while logged into your machine:.....	1
Password Requirements:	2

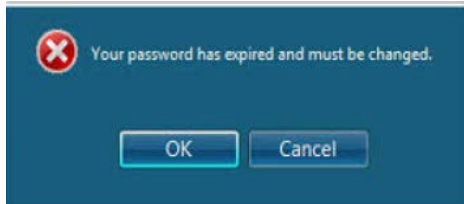
How to change your password with Windows Tools

As of December 15th, Adient Employees/Contractors will have a new process available to change their Global ID password within Adient.

This document is designed to walk you through the process of choosing to change your password at both Login (if your password is expired) and once you've already logged into your machine.

Password Expiration:

An Adient Employee/Contractor's password will expire every 90 days. Upon password expiration, an employee or contractor will be prompted with the following message:



Once selecting OK, it will send you to a screen where you must enter your "Old" Adient Password, a new password, and confirmation of a new password.



Changing your password:

While already logged into the machine, Adient Employees/Contractors can change their current password anytime by pressing and holding Alt+Ctrl+Del and selecting Change a Password once the option appears.

(Note: If you'd like to change the password for another Adient global ID, you can either provide the appropriate username in the text field or, select "Other Credentials" located on the bottom of the page.

Once the individual has selected Change a Password, it will send you to a screen where you must enter your "Old" Adient Password, a new password, and confirmation of a new password.)

A screenshot of a web-based password change form. The form is set against a blue background with a stylized sunburst graphic in the upper left. It contains four text input fields: "LSE\username", "Old password", "New password", and "Confirm password". A small globe icon is located at the bottom right of the form area.

Password Requirements:

- Minimum password age: 7 days
- Maximum password age: 90 days
- 6 Characters
- Must Contain 3 of the following 4 requirements:
 - 1 Lowercase
 - 1 Uppercase
 - 1 Number
 - 1 Special Character (e.g. "Shift" Characters such as ! or @)
- Must NOT contain user's first name, last name or global ID.