

## Profile: Password section

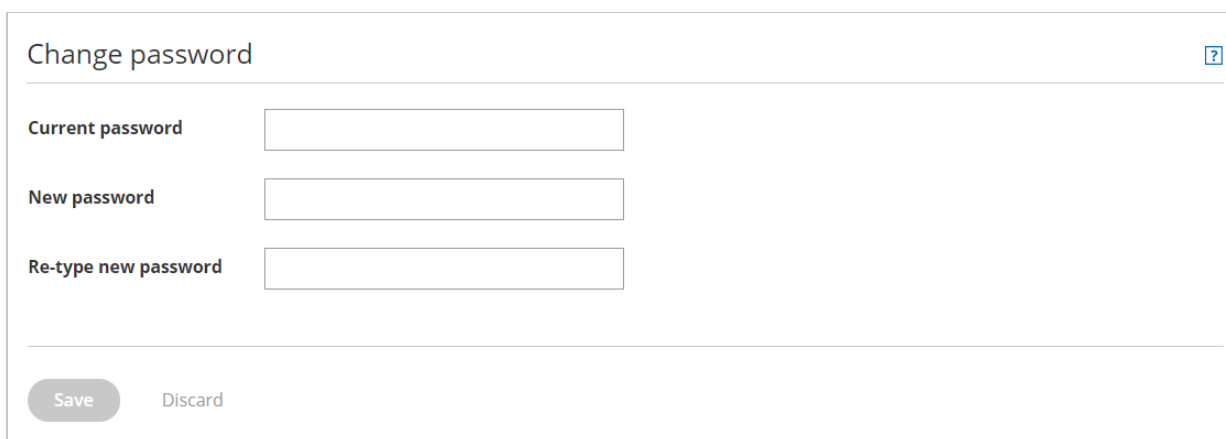
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In the Password section of the profile screen, you can change your OnceHub password.

- Your OnceHub password should be unique and strong in order to ensure that your account is secure and inaccessible by other people. It is recommended that you change your password from time to time.
- By default, all passwords in OnceHub must be at least six characters long and include both lowercase letters and numbers. Policies can be adjusted to accommodate for stricter requirements. [Learn more about OnceHub password policies](#)

### Changing your OnceHub password

1. Open your OnceHub account.
2. Select your profile picture or initials in the top right-hand corner → **Profile settings** → **Password**.



Change password ?

Current password

New password

Re-type new password

Save Discard

Figure 1: Password tab

3. Enter your current password.
4. Enter your new password. For security purposes, the [OnceHub Security policies](#) are applied when you change your password.
5. Re-type your new password, and then click **Save**.

#### **Note:**

Users can only edit their own passwords. Administrators cannot edit other Users' passwords.