

Changing/Updating Password Before Expiry

This user guide will give you an end-to-end walkthrough on how to **Change/Update Password Before Expiry**.

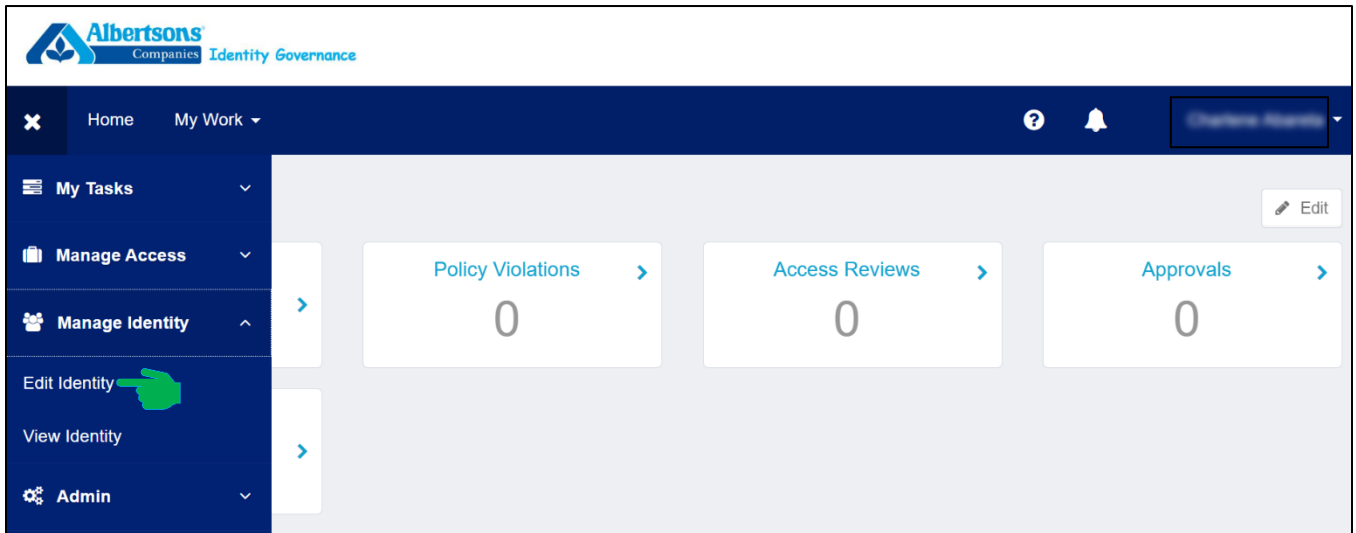
Notes:

- For remote/backstage employees with company laptops, temporary passwords will not work on the Windows Login screen unless connection to the **VPN** or **company network** is established.
- If the old password is unknown, drop by the nearest office to sync the computer using the Company network, otherwise the password sync might not work.
- The 16-character password policy does NOT apply to Store C-Accounts.

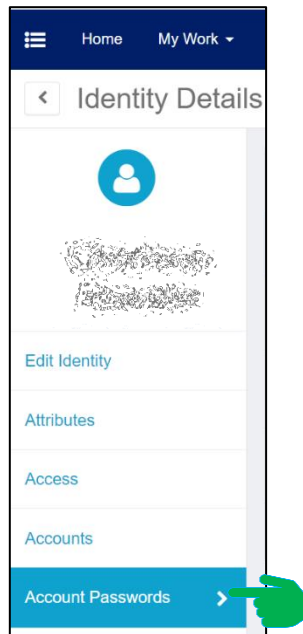
1. From the **Albertsons Identity Governance** home screen, click the **menu button** at the upper left.



2. From the menu, click **Manage Identity** then select **Edit Identity**.

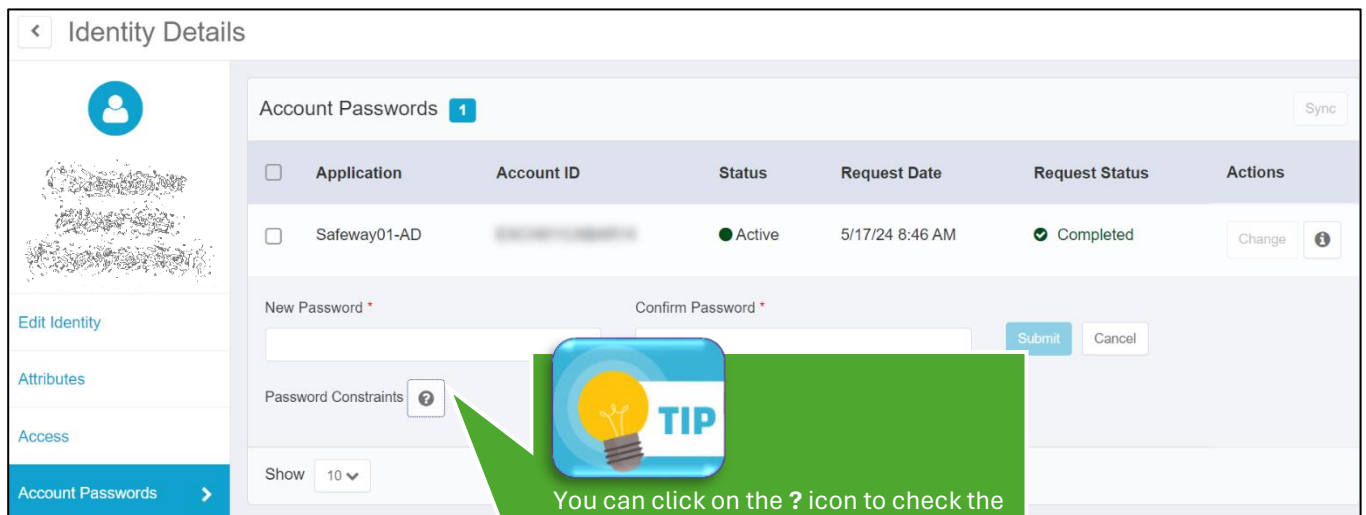


3. From the **Identity Details** screen, click the **Account Passwords** tab.



4. From the **Account Passwords** Screen, click the **Change** button on the account you wish to update:

- Safeway01-AD** – Retail/Backstage Employees
- Safeway02-AD** – Store C Account
- RACF** – CICS/Mainframe Display/Bluezone/CMOD



You can click on the ? icon to check the password constraints.

Password Constraints ⓘ

- Password must have at least 1 letter(s)
- Cannot reuse any of your last 10 passwords.
- Password must have at least 1 lowercase letter(s)
- Password must have at least 16 character(s)
- Password must have at least 3 character types
- Password must have at least 1 special character(s)
- Password must have at least 1 digit(s)
- Password must have at least 1 uppercase letter(s)
- Password cannot contain your display name
- Password cannot contain your account ID

5. Enter your new password in the [New Password](#) and [Confirm Password](#) fields, then click **Submit**.
6. Once successful, [Request Status](#) will show that it's **Completed**.

Passwords 1						Sync
<input type="checkbox"/>	Application	Account ID	Status	Request Date	Request Status	Actions
<input type="checkbox"/>	Safeway01-AD	[REDACTED]	● Active	5/17/24 8:46 AM	✔ Completed	Change i

Notes:

- Once the password is updated, close all the browsers then log back in.
- If working remotely, ensure that the company laptop is connected to the **VPN**, lock and unlock your company provided laptop before signing in using new password.
- The new password will not sync to the Company laptop when it is not connected to the **VPN**.