

Enroll in MyPassword and Reset Your Password Now

You must enroll in **MyPassword** to manage your Epic password. **Enrolling in MyPassword now will prevent inconvenience when your password expires.**

Enrolling in MyPassword:

1. Go to **MyPassword** at <http://mypassword.ochsner.org>.
2. Use your Epic username and password to start the login process.

Changing your Password:

1. Go to **MyPassword** at <http://mypassword.ochsner.org>.
2. Choose “Change Password” from the menu. Answer your security questions and click “continue”.
3. Enter and confirm your new password – it must adhere to the following criteria for a strong password:
 - a. Must be a minimum of 7 characters in length
 - b. Must contain both alphabetic and numeric characters
 - c. Cannot be equal to or a derivative of your username, or contain the words “Ochsner” or “password”
 - d. Cannot be the same as your last 4 passwords
4. If you do not see a confirmation or receive an error message please contact your Epic Credentialed Trainer, your manager or your director for assistance.

Your password will **expire every 90 days**. When you receive the notice, go to **MyPassword** to change your password before the expiration date.