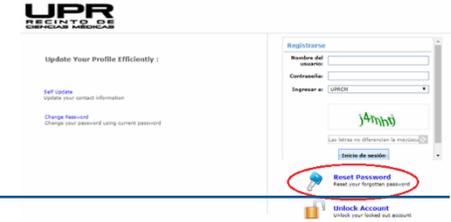




Instructions to change online your Active Directory password

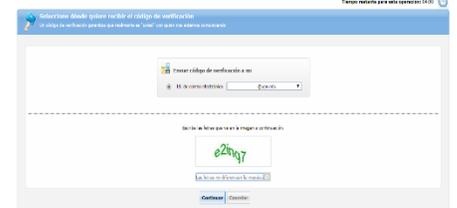
1. Access to the **Access Management Service** (<https://acceso.rcm.upr.edu>) and click on Reset Password.



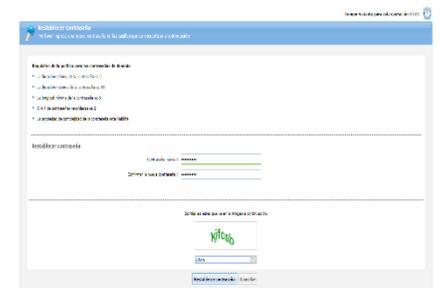
2. Enter your Active Directory username. Then, write the letters and / or numbers you see in the image and click on the continue button.



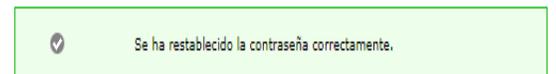
3. Select where you want to receive the verification code so that you can make the password change.



4. Enter a password with a minimum of 8 characters. It must include capital letter, lowercase letter, a special number and symbol. You can not include your name or surname.



5. Click on the "Reset Password" button. The system should tell you that the password has been reset correctly.



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