MOVEit Password Change Instructions
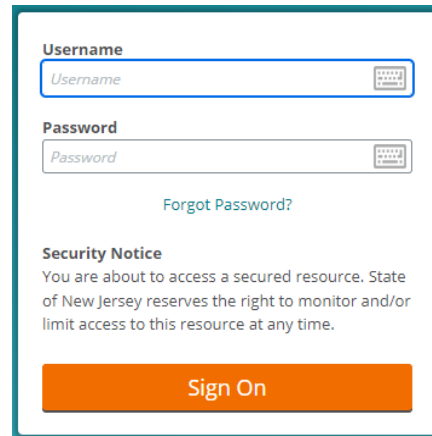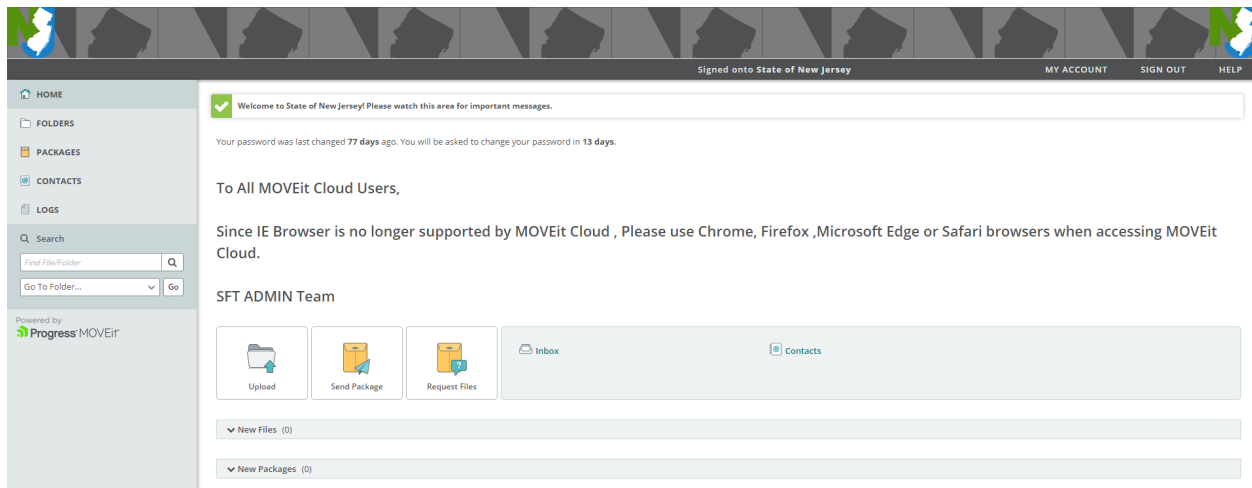
1. **Logon to MOVEit with your id:**
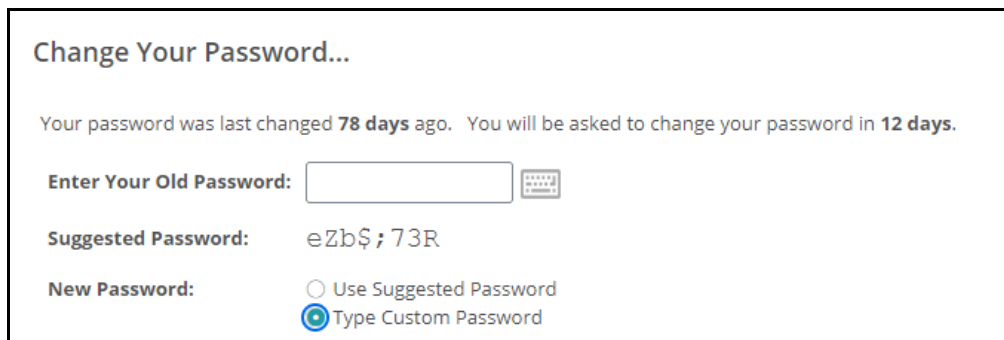   **dpb.xxxxxxx and password.**

2. **You will see the MOVEit homepage.**

3. **Click on "MY ACCOUNT" in the upper right-hand corner.**

4. **Under "Change Your Password…" enter your old password. Then select the radio button "Type Custom Password."**

   (If you don't change the radio button, the system will use the "Suggested Password.")

5. Enter your new password. Be sure it meets the listed requirements. Then click the "Change Password" button.

New Password: ○ Use Suggested Password
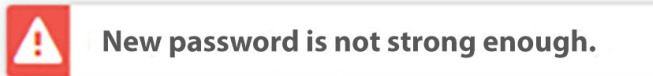○ Type Custom Password

Requirements:
- Must be at least 8 characters.
- Must not contain or resemble Username.
- Must contain at least one letter and one number.
- Must not contain dictionary words.
- Must contain both upper- and lower-case letters.
- Must contain at least one non-alphanumeric character.
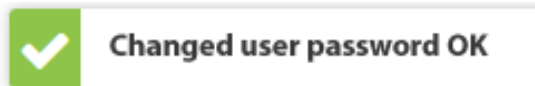- Must not match any of the previous 4 passwords.

Enter Your New Password:

Enter Your New Password Again:

Change Password

6. You may get an error if the password you enter is not valid.

⚠ New password is not strong enough.

7. When successful you will see the "Changed user password OK" message.

✓ Changed user password OK

8. If you are unable to change your password please contact *oit-dpbacct@tech.nj.gov* for a password reset. You will receive TWO emails from MOVEit and will have 30 minutes to change your password.

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