HOW TO CHANGE OWN ARKIV USER PASSWORD (WITHIN 90 DAYS)

Follow this guide to change your password prior to expiration.

To change your own Arkiv user password:

1. Log into Arkiv
2. Select Responsibility
3. Click My Account > Change Password
4. Enter Old Password
5. Enter New password
6. Enter New password to confirm
7. Click Change
8. Once complete, the screen will return to the Home Page

Note: Arkiv passwords must be changed at least every 90 days.