

## *How to Change Your SSO/MCIR Password*

**Password Changes Are Required Every 90 Days, beginning 2/12/2007**

1. Log in as you usually do through the SSO page. When you reach the DCH Application Portal (see below)

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### DCH Application Portal

WELCOME : Your Name Here

You are currently subscribed to the following applications:

- [Michigan Care Improvement Registry](#)

[Subscribe to Applications](#) [Add new Roles to Existing Subscription](#)  
[Account Maintenance](#) [Sign Off](#)

2. Choose the  
“Account  
Maintenance”  
link

3. At the Account  
Maintenance  
Screen, Choose  
“Change My  
Password” link

### Account Maintenance

- [Change My Personal Information](#)
- [Change My Password](#)
- [Change My Challenge/Response Answers](#)

Done

Also, check that All  
Personal Information is  
correct (Name, Email  
Address) by clicking  
the link

Also, change Your Challenge  
Responses Answers if you do  
not remember what you  
initially entered.

4. You will be brought to the Change Password Screen (below). Input your current password then input & confirm your new password. Click the “Change Password” button.

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Input old password :

Input new password :

Confirm new password :

NOTE: Passwords must be at least five(5) characters in length. Passwords are case sensitive.