

## How to Change an SSO/MCIR Password

**Password Changes Are Required Every 90 Days**

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

Department of  
**MICHIGAN** Community Health  
Michigan.gov  
An Official State of Michigan Web Site

### 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

Also, check that All Personal Information is correct (Name, Email Address) by clicking the link [Change My Personal Information](#).

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, [Change your Challenge/Response 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.

### State of Michigan Single Sign On

Input current password : .....

Input new password : .....

Confirm new password : .....

You will be required to change your Password every 90 days

**Changes to password rules:**  
Password rules are changing because of increased security.  
Please note new password rules below.

**Password rules are:**

1. Minimum password length is eight (8).
2. Password must contain at least one letter and one number.
3. Passwords are case sensitive.
4. Maximum number of repeated characters is two (2).
5. Password cannot be same as userid or user name.
6. New password cannot be same as current password.