

<u>Knowledgebase</u> > <u>Account and user settings</u> > <u>How do I change my password?</u>

## How do I change my password?

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# How do I change my password?

#### In short:

You can change your password directly in the Care Tracker app or in the Subscription Management portal.

### How to change your password in the Care Tracker app:

- 1. Open the Care Tracker app.
- 2. Tap the gear icon in the top right corner to open **Settings**.
- 3. Select Change password from the menu.
- 4. Enter your current password.
- 5. Enter your new password and confirm it.
- 6. Tap **Save** to finish.

### How to change your password in the Subscription Management portal:

- 1. Go to Subscription Management here.
- 2. Select **Account** in the side menu.
- 3. Scroll down to the **Password** section.
- 4. Enter your current password.
- 5. Enter your new password and confirm it.
- 6. Tap Change your password to apply the change.

### Password requirements:

To keep your account secure, your password must meet the following criteria:

- Must be at least 10 characters long (up to 100 characters).
- $\bullet\,$  Must include at least one uppercase letter.
- Must include at least one lowercase letter.
- $\bullet\,$  Must include at least one special character, e.g. @, #, or ?.
- Must be significantly different from your previous passwords.

### Tip:

Choose a password that's easy for you to remember but hard for others to guess.

Avoid using personal information such as names or birth dates.

### Note:

If you've forgotten your password, you can reset it by tapping "Forgot password" on the login screen in the app or in the portal.