

# Shaladarpan – Change Password Document

**For security reason**, Password policy / format is being changed from MD5 to SHA512.

To accomplish it, every user has to change their password. For that from 15<sup>th</sup> June 2020 onward , while accessing ShalaDarpan, every user will automatically redirected (one time) to **Change Password** screen. Without successful password change, user will be unable to do anything in their login account.

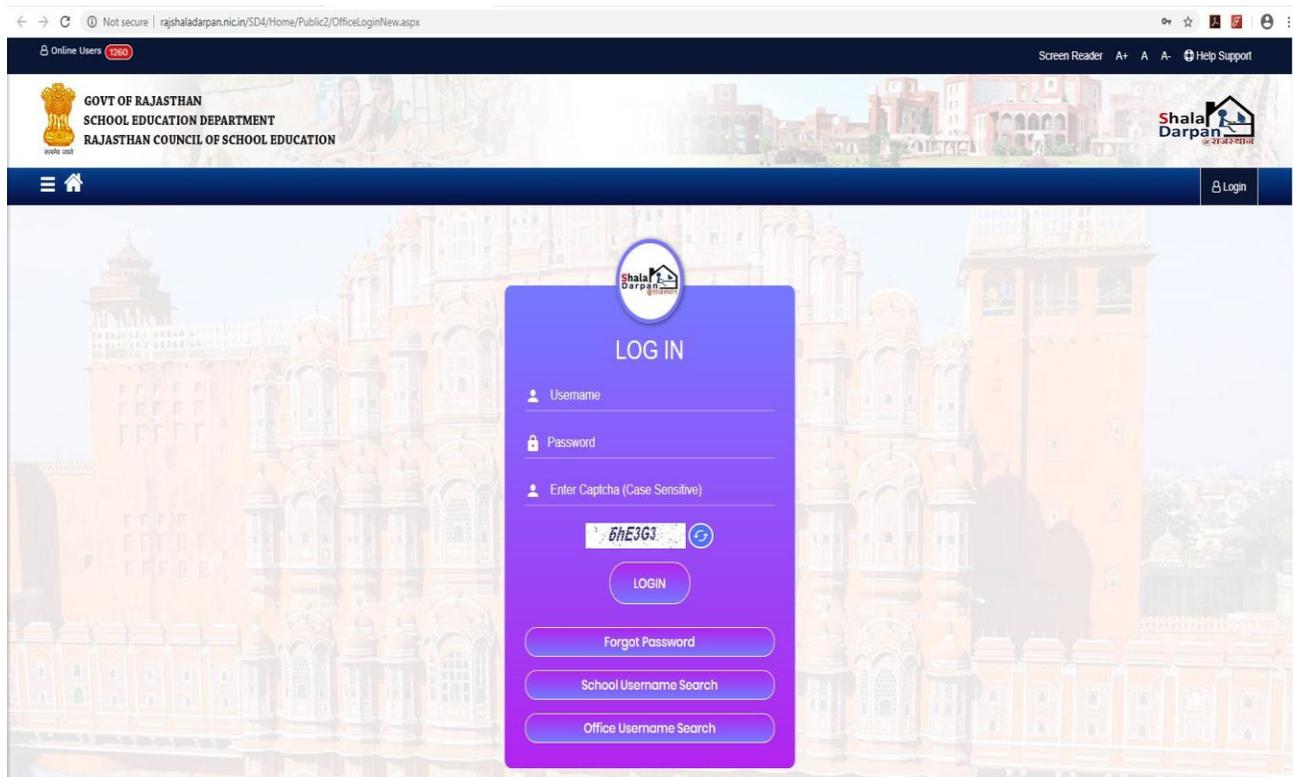
Please note that while creating new password, you have to follow standard password policy, as follows-

**Password length must be 8 characters (minimum). This combination should be of-**

- a. **At least one uppercase letter(A-Z)**
- b. **At least one lowercase letter(a-z)**
- c. **At least one numeric digit(0-9)**
- d. **At least one special character(@,#,\_,,\$)**

## Screenshots for Password Change Process-

1. Login with your current credential



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2. After successful login, user will automatically redirect to Change password page. Where you have provide old password and the new password you want (please note that it should be as per Password Policy as mentioned above.)



The screenshot shows the 'Change Password' page of the ShaalaDarpan portal. At the top, there is a breadcrumb trail: 'Home / Change Password'. Below this, the page title 'CHANGE PASSWORD' is displayed. The form consists of four input fields: 'Login Id' (with a blue mask), 'Old Password', 'New Password', and 'Confirm Password'. A blue 'Submit' button is located at the bottom of the form. The footer contains the text: 'ShaalaDarpan (S-Raj) Portal is designed and developed for Rajasthan Council of Secondary Education by National Informatics Centre, Rajasthan.' and a small logo.

3. After changed password user will automatically logout .
4. Now, user can login with new credentials/password.
5. Please note again, it is one time exercise only.