

BPIMS System Help Guide

Change Password

The following guide maps out the steps involved in changing your password which is required as part of the login to the Building Project Information Management System (BPIMS).


Your password will expire every 60 days and a popup will prompt you to change your password. You have 5 grace logins available to reset your password before you are locked out.

The new password:

- must be a minimum of eight characters in length
- must contain at least one upper case, one lower case and one numeric character
- must contain 3 characters that are different from your current password
- cannot be a password you have used in the previous 10 password changes.

You can change your password prior to expiry via the *Human Resources* menu.

Navigation Steps

- Login to BPIMS
- Select *Human Resources* from the left hand menu in the *Welcome to the Bpims managing projects area* page.
- From the *Human Resources* menu, navigate to *People*
- Click the radio button next to your name 

The details will display in the *Details* view. Hover the cursor over your name to view the date and time the record was last updated

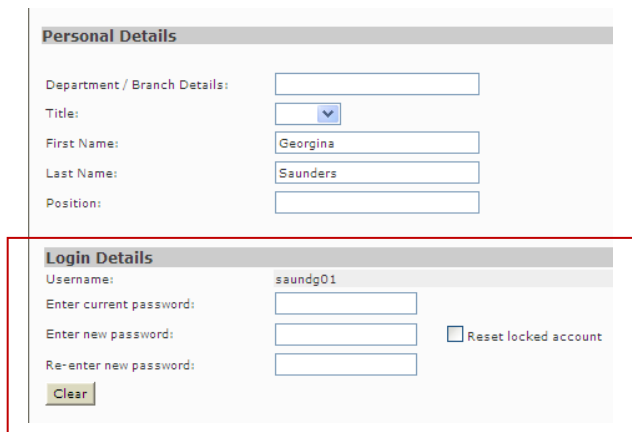
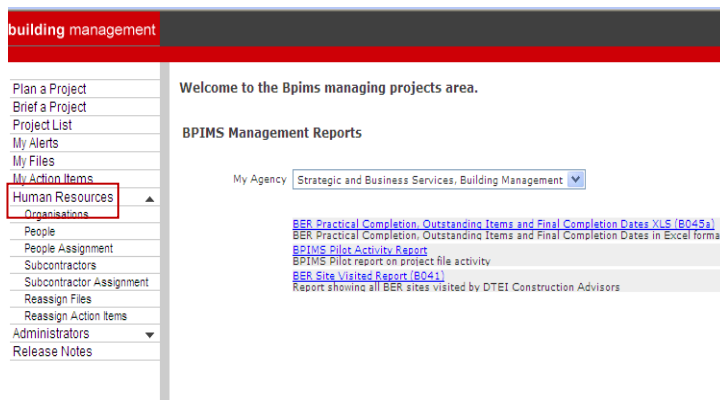
- Under *Login Details* enter your current password your new password and confirm your new password.

As you enter passwords in any of the fields, will appear.

- Scroll down and click **Save**. Your password has been changed.

The Password fields will be saved and the will appear blank.

This is a system requirement so that other users cannot use your login details.



Contact

For further information during business hours contact:

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