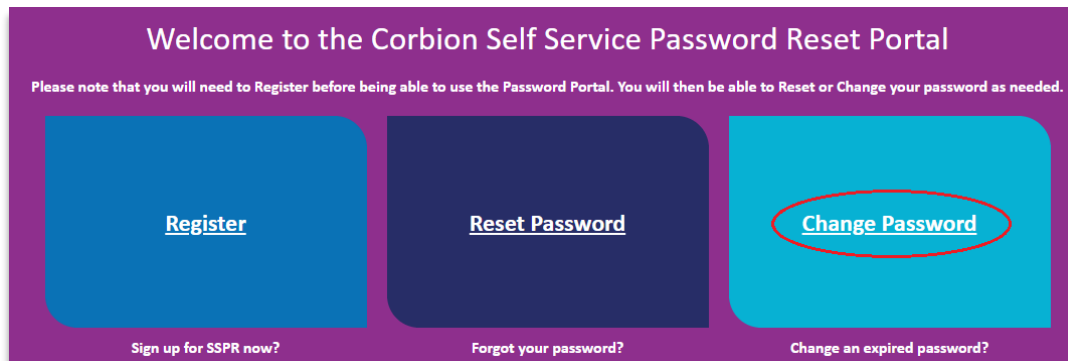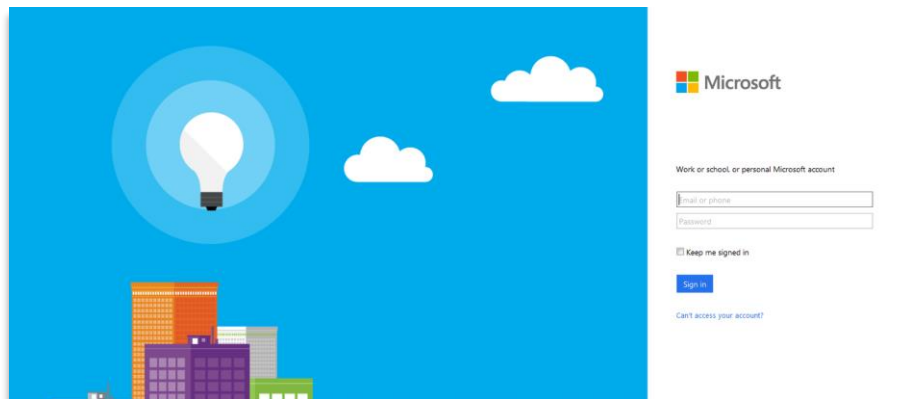# How to change an expired password

Within Corbion passwords need to be changed each 90 days. You will receive notifications on your workspace that you need to change your password.

After 90 days the password will not work anymore, you can change your password yourself.
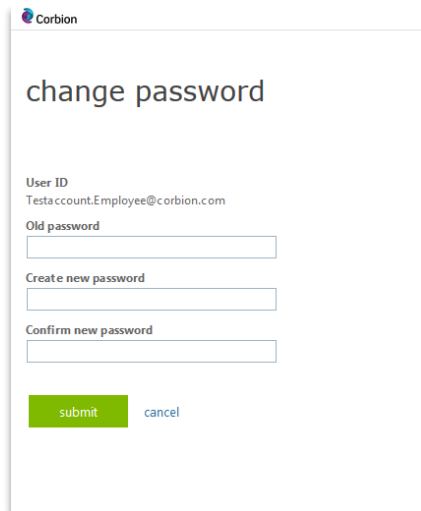Please click on the CHANGE PASSWORD button :

It will bring you to the next screen where you can fill in your Corbion e-mail address:

At this stage your network password is not required. A new Corbion screen will open were you need to fill in your network password. After that you will see this screen :

Corbion

change password

User ID
Testaccount.Employee@corbion.com

Old password

Create new password

Confirm new password

submit   cancel

Please fill in your old password and new password. After that click on SUBMIT
When you reset your password at home or on the road, you also need to change your computer login.
please do the following :
1. Login on your computer with your old password
2. Start the check point VPN client and login with your new password
3. Lock your computer
4. Login with your new password
5. don't forget to change the password on your mobile phone for e-mail