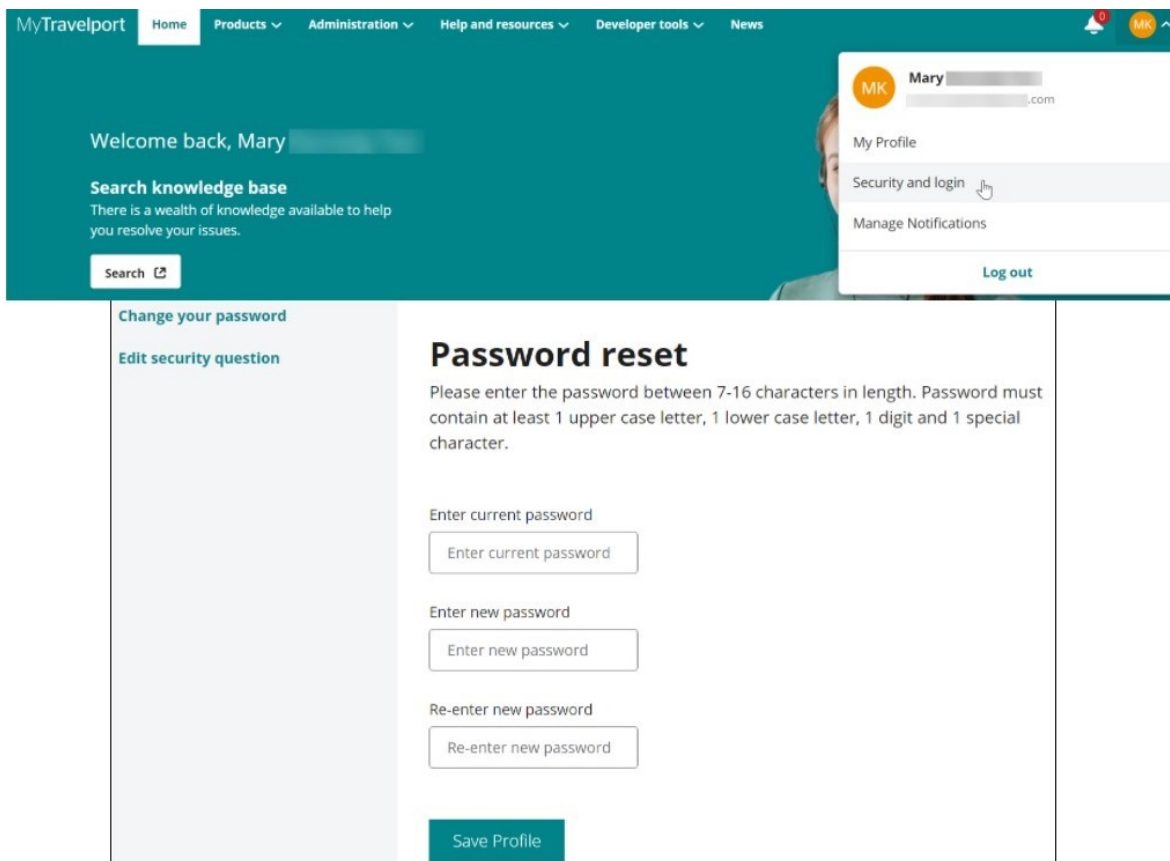# MyTravelport - Password Reset - KB0032154

STEPS TO CHANGE MYTRAVELPORT PASSWORD

MyTravelport password expires every 90 days and you will be required to change it. However, you may change your password at any time, using the following procedure.

1. Select the Profile icon with your name initials located to the top right corner of the page.
2. Select **Security and login**
3. Select **Change your password**.
4. Enter your current password and then enter your new password.
   Note: *Your password must be between **7-16** characters in length and must contain at least **1** uppercase letter, **1** lowercase letter, **1** digit, and 1 special character*.
5. Re-enter your new password.
6. Select **Save Profile**.

STEPS IF YOU'VE FORGOTTEN YOUR MYTRAVELPORT PASSWORD

1. On the logon page, select **Forgot your password?**
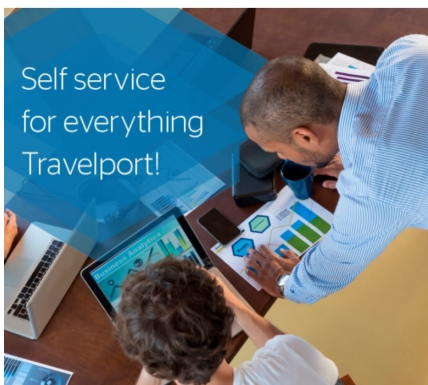
2. Enter the email address associated with this MyTravelport account, and select
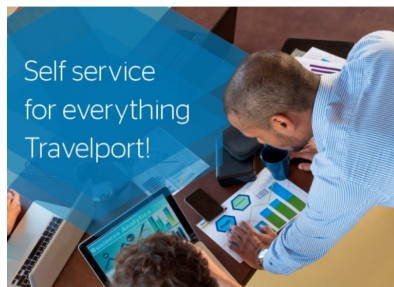
3. The following message displays advising you to check your email for further instructions
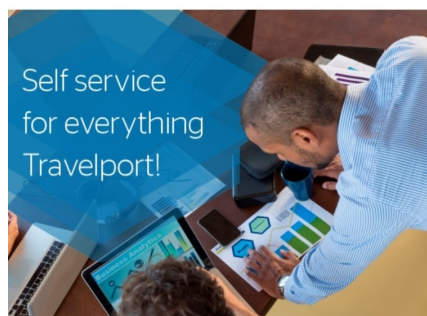
4. Open email account and look for email from MyTravelport.

5. Open email and click on green button **SET PASSWORD**.

Hi

Please click on the 'SET PASSWORD' button below to reset your password for MyTravelport.

SET PASSWORD

You will be returned to MyTravelport to answer two of your five security questions set in your profile, then select Submit.
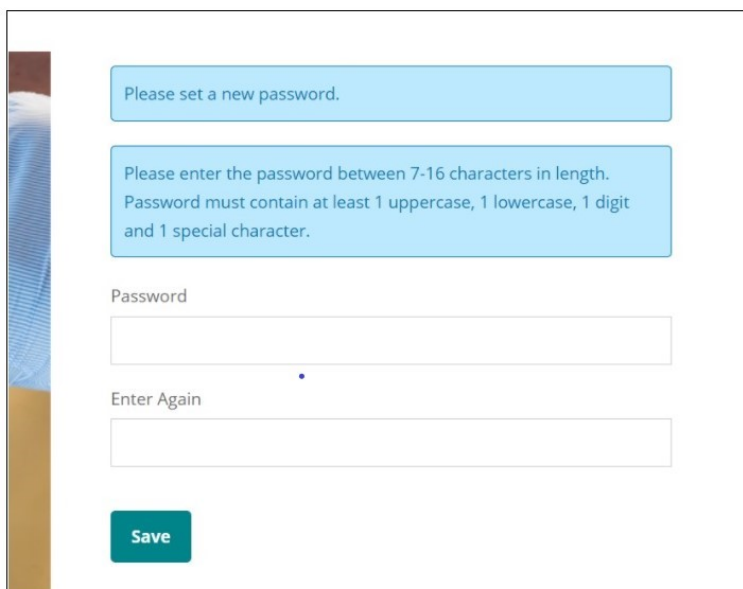
Security question

What school did you attend for sixth grade?

In what city or town did your mother and father meet?

Submit

6. Enter a new password using the parameters in the blue box, enter it again, and select Save.

Please set a new password.

Please enter the password between 7-16 characters in length. Password must contain at least 1 uppercase, 1 lowercase, 1 digit and 1 special character.

Password

Enter Again

Save