## Password change for production

1. Log into **Workspace** (https://epmprd.miamidade.gov/workspace/index.jsp) using existing login credentials.

Log On		
	User Name: dngai Password: •••••••••••• Log On	BUDGETING ANALYSIS TOOL

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2. From Workspace, click on Tools > select Change Password

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Recently Opened	Quick Links Favorites My Personal Page Applications Planning MDCBUD MDCOPDEV MDCOPTEN MDCOPTST	
Workspace Pages		

- 3. Complete "Change Native User Password"
  - a. MDC Password Guidelines:
    - i. Current Password: Enter your current password
    - ii. New Password: Enter the password you would like to start using

- 1. Password must be eight, alphanumeric characters to include at least one capital letter, one number, and one special character. For example: T23gk\*rs
- iii. Confirm Password: Enter the password you would like to start using again
- 4. Click Save

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5. Now your password has been changed