**How to change your Windows password when working from home**

This process is to be used before the password expires. If your password has already expired, you will need to come into the office to change your password.

1. Turn on computer and log into Windows using your current password
2. Login into Global Protect with your current Windows username/password and fresh Duo Mobile passcode. Ensure that Global Protect shows it is connected like shown below. 
3. Open up a browser window and go to https://███████. █████████████████.com/████/█████/updatepassword
4. Fill out all the fields on the page. **Make sure to put your full email address in the first field.**
5. Click the Submit button when done.
6. You can close the page once it states that you have successfully changed your password.
7. Lock your computer (Ctrl-Alt-Del => Lock) then use the new password to log back in to make sure Windows is using the new password.