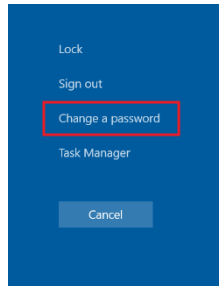


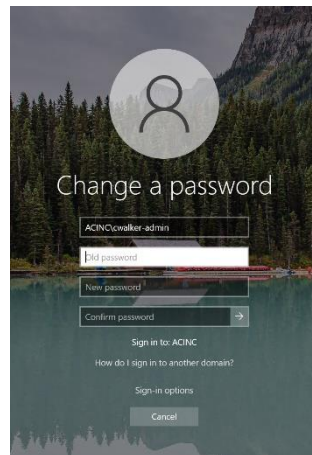
## How To Change Your Password

You must be at the office or connected to the vpn before you can change your password.

- Press Ctrl + Alt + Delete on your keyboard.
- Select “Change a password”.



- Enter your current password, new password.
- Press Enter or click the Arrow in the “Confirm password” box.



### **New Password Requirements:**

- Password must not contain the user's account name or more than two consecutive characters from the user's full name.
- Password must be ten (10) or more characters long.
- Password must contain characters from three of the following four categories:
  - Uppercase letters (A-Z)
  - Lowercase letters (a-z)
  - Numbers (0-9)
  - Non-alphanumeric characters (!, \$, #, %, etc.)