CHANGING YOUR

ACCOUNT PASSWORD

This document describes how to change or update the password for your Active Directory DEV IT account.

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Document History

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Introduction

This document describes the steps required to change your password used to access the DEV IT systems like **TeamWorks**, **Outlook Web App**, etc. It assumes you have basic knowledge in the use of Windows based software (such as using a mouse to access menus and to click on buttons) and have a valid username and password for accessing DEV IT systems.

You will need to change your password:

- Immediately after your first login after being given access to the system
- Before your password expires (this happens after a set period, currently 45 days) or when prompted after it has expired
- If your password has been compromised

Note: You can only change your password as described in this document once logged in to the system successfully. If you are unable to login using your current credentials, please email us at infrateam@corpnet.co.in requesting assistance OR alternatively request your TL/PL to raise a support ticket at https://hrms.corpnet.co.in

While resetting your password, ensure that the new password meets the minimum password requirements as defined in the **DEV IT Password Policy** document which can be found in TeamWorks under *Services > HR Documents/Policies > IT Policies*.
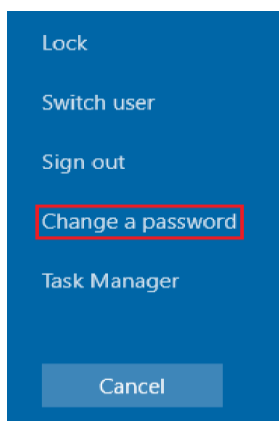
How to Change your Password?

There are number of ways by which you can change your DEV IT account password. Outlined below are the different options available. Choose the best one that fits your environment.
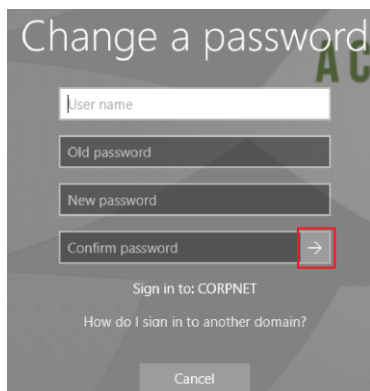
Changing your Password at DEV IT H.O.

If you are sitting at DEV IT H.O. (Aaryans Corporate Park, Ahmedabad) your workstation would be connected to the Local Area Network. If this is the case, follow the steps outlined below:

- Log into a Windows workstation and press **Ctrl-Alt-Delete** and **Click Change a Password...**

- Enter your Active Directory username as **CORPNET\<*username*>** and the current password
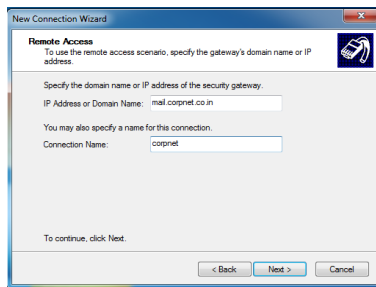

- Enter your new desired password twice. Click the **Arrow Icon** to change the password.
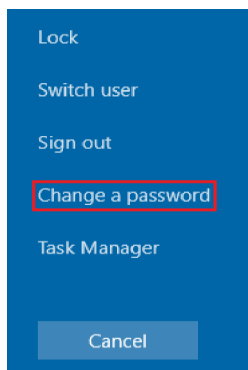
Changing your Password over VPN

If you are located at a remote office or any of our branch office and have been granted VPN access permissions, please follow these steps to reset your password:
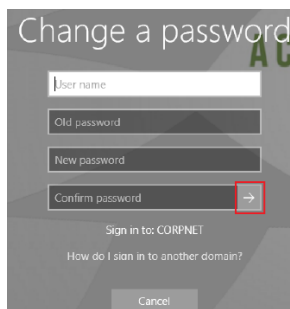
- Connect to the office VPN using the **SonicWALL Global VPN Client**

- Once connected to the VPN, press Ctrl-Alt-Delete and Click Change a Password...

- Enter your Active Directory username as **CORPNET\<*username*>** and the current password

- Enter your new desired password twice. Click the **Arrow Icon** to change the password.

Changing your Password from Corpnet Federation Link

- Use following link to change your password.
- https://adfs.corpnet.co.in/adfs/portal/updatepassword
- You will receive below screen.

Corpnet Federation Service

Update Password

| someone@corpnet.co.in |
| Old password |
| New password |
| Confirm new password |

Submit   Cancel

Change Password

This is the Corpnet Update Password page.

- Use your username@corpnet.co.in and your old password.