

How to Change Your L.E.K. Password

Before You Begin:

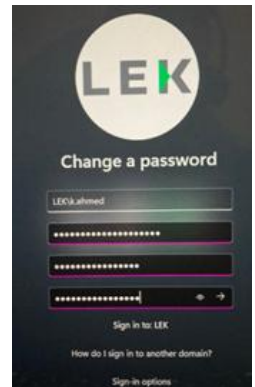
- **Remote Users:** Connect to the VPN before changing your password.
- **In-Office Users:** VPN is not required; you can skip this step.
- **Close All Applications:** To avoid lockouts, ensure all programs are closed.

Step 1: Change Your Password

1. Press **CTRL + ALT + DELETE** on your keyboard.



2. From the menu, select **Change a password**.
3. In the dialog box, complete the fields:
 - a. **User name:** Should auto-populate. If not, enter your username (e.g., lek.k.ahmed).
 - b. **Old Password:** Enter your current password.
 - c. **New Password:** Enter your new password.
 - d. **Minimum Requirements:**
 - i. **Must be at least 10 characters long.**
 - ii. **Must include uppercase letters, lowercase letters, numbers, and special characters.**
 - iii. **Cannot be the same as any of your last six passwords.**
 - iv. **There is no maximum limit on characters, but best practice would be to not exceed past 16-18.**
 - e. **Confirm New Password:** Re-type your new password and press **Enter** to save.



Step 2: Sync Your New Password

- **In-Office Users:** Skip to Step 3.
- **Remote Users:** Disconnect from the VPN and reconnect with your new password.

Important: Skipping this step may prevent you from logging in after a reboot.

Step 3: Update Your Mobile Phone (If Applicable)

- **For L.E.K.-Managed or BYOD Phones:**
 - Open **MS Outlook** and **Teams** to ensure the new password is updated.