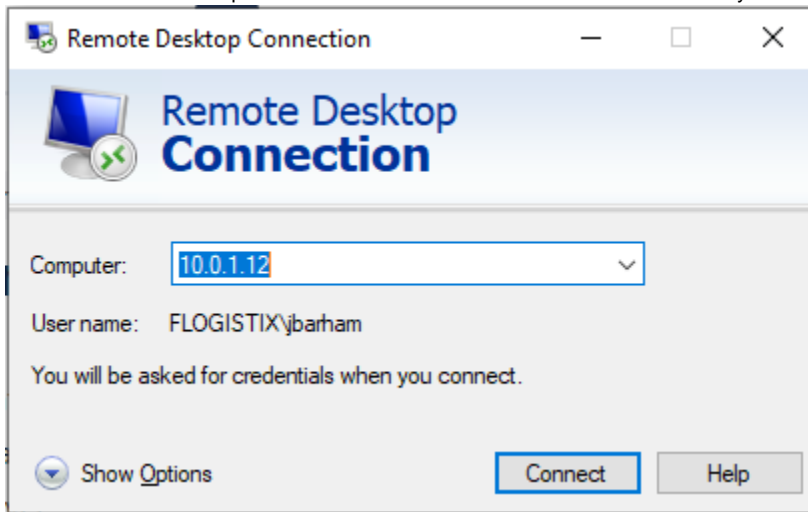
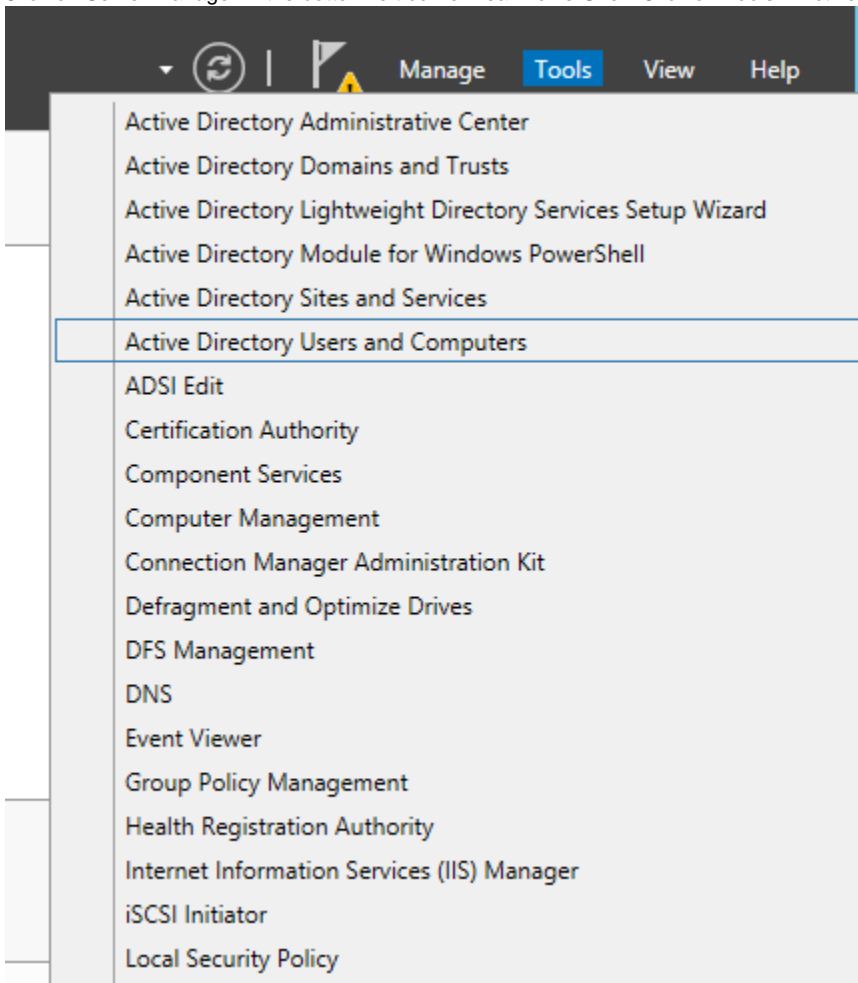


How To: Change Password in Active Directory

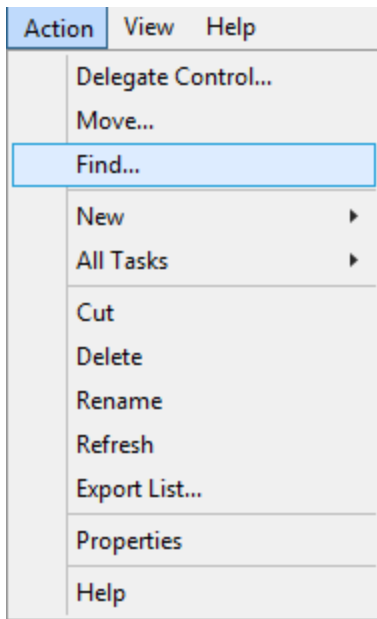
1. Click on Remote Desktop Connection. The IP Address is "10.0.1.12". Enter in your Flogistix password to access windows server.



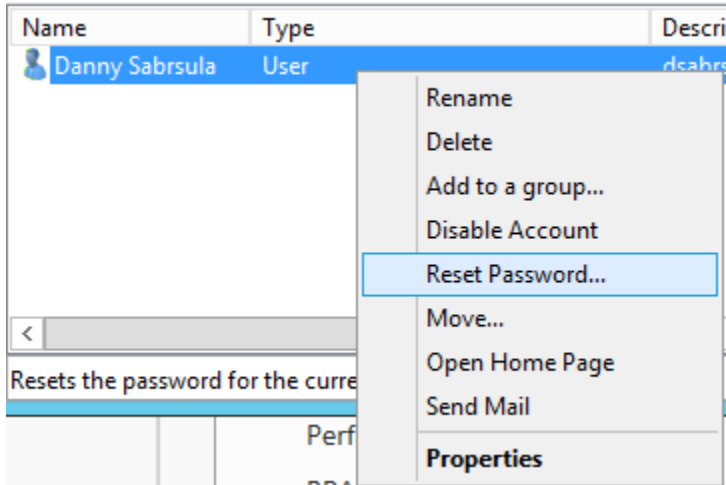
2. Click on Server Manager in the bottom left corner near PowerShell. Click on Tools > Active Directory Users and Computers.



3. Click on Action > Find > enter in the name of the employee.



4. Right click his/her name, then click "reset password".



5. Leave the password blank, unless the user wants a specific password.
6. Check the box "User must change password at next login".