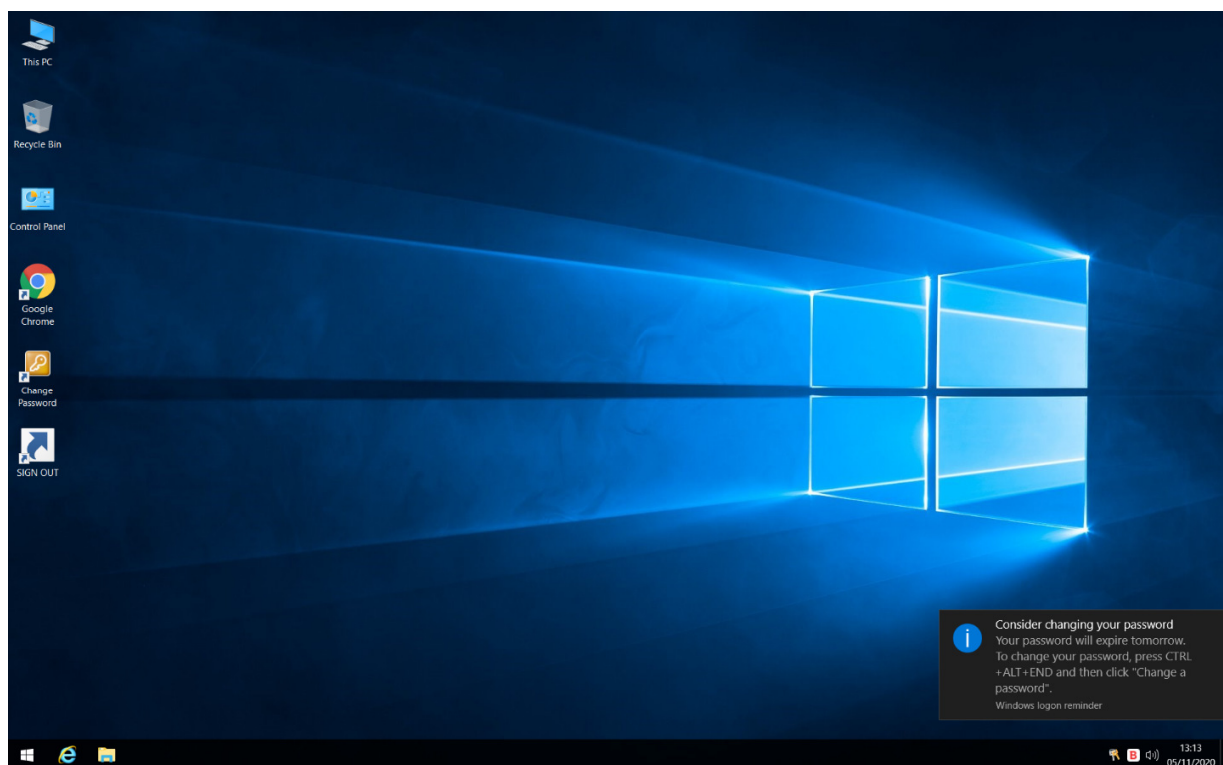




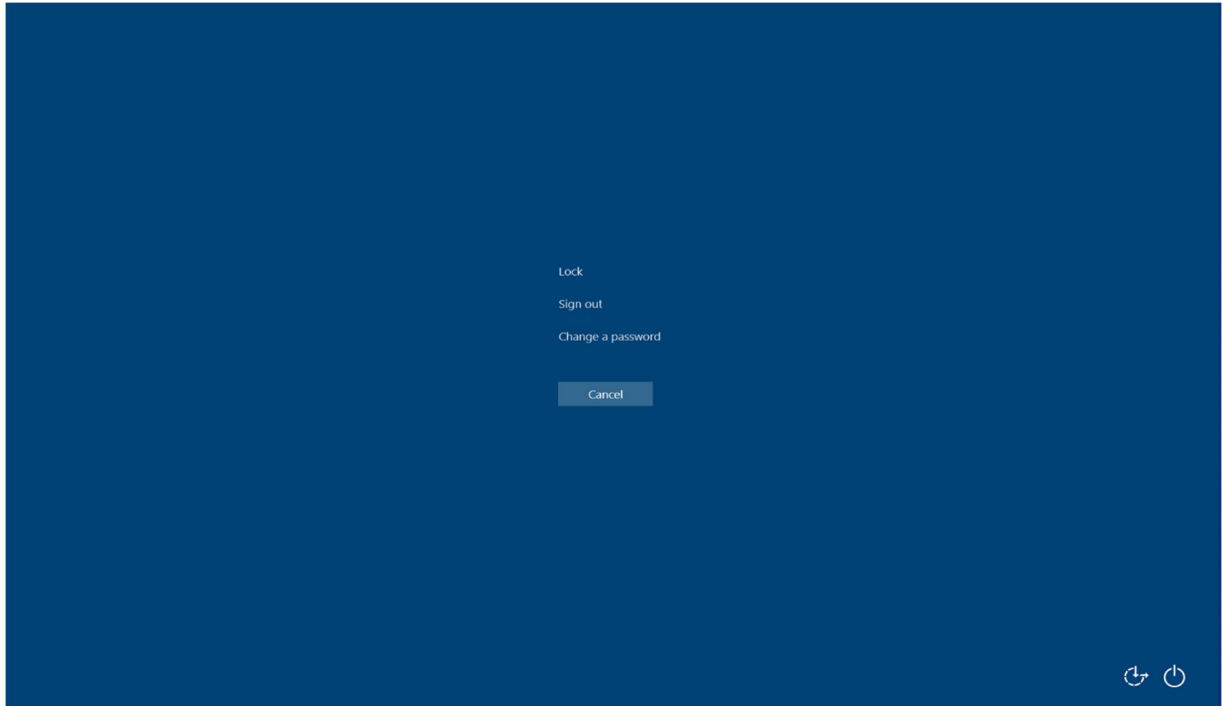
Changing your Hosted Desktop password

When you see the message box “Consider changing your password” that means your password will soon expire and once expired you will no longer be able to login. There are 2 x ways to change your password.

Option 1



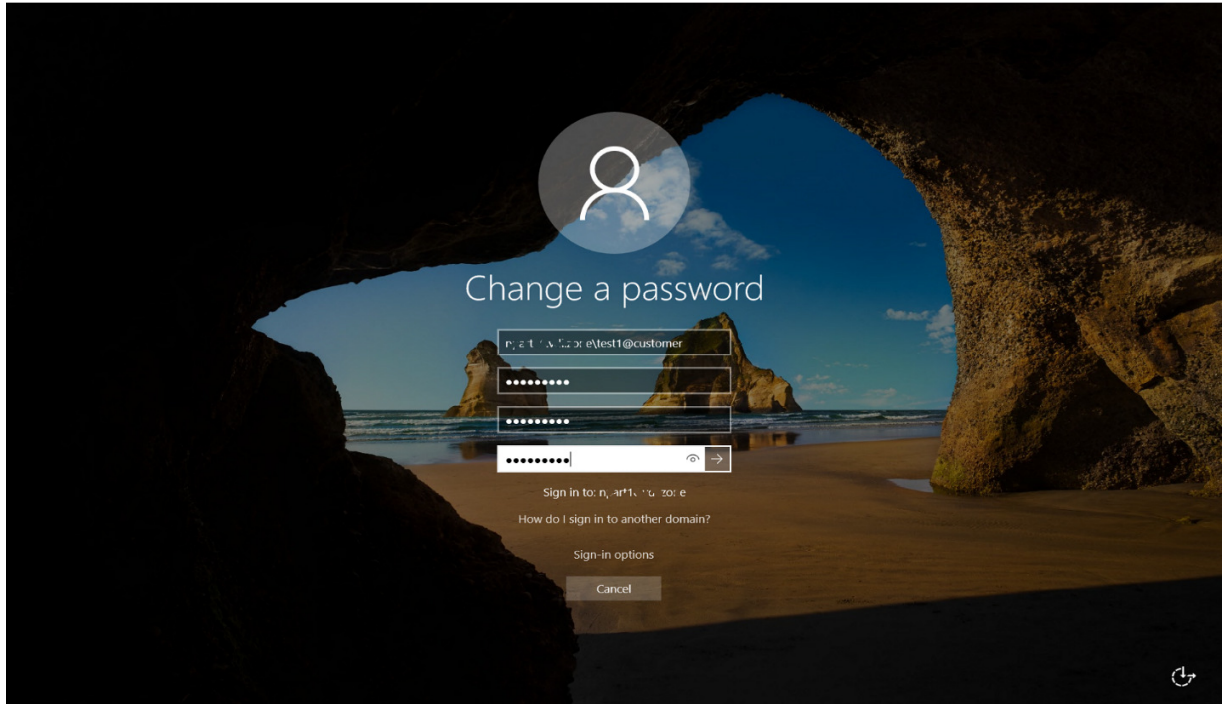
Select the desktop icon “Change Password”, then select the option “Change a password”.



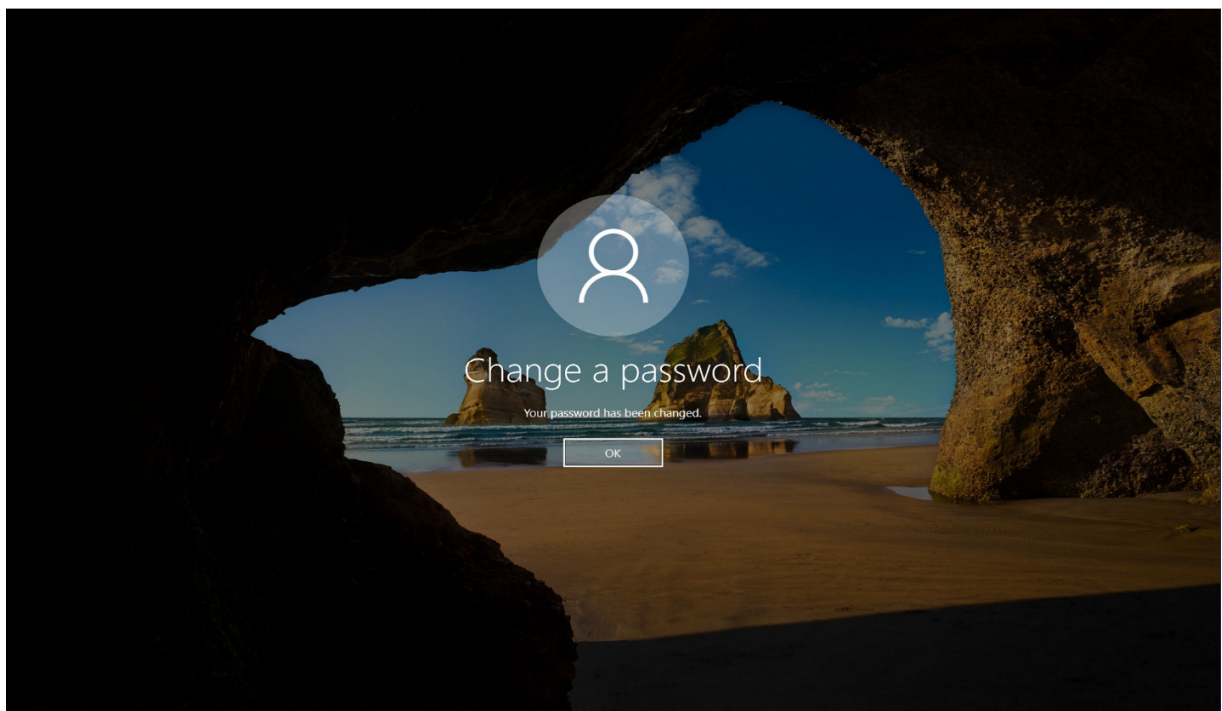
Enter your old password and then enter your new password. Repeat this in the last box and select the arrow on the right side.

Please be aware the new password must contain 8 characters from 3 of the following categories:

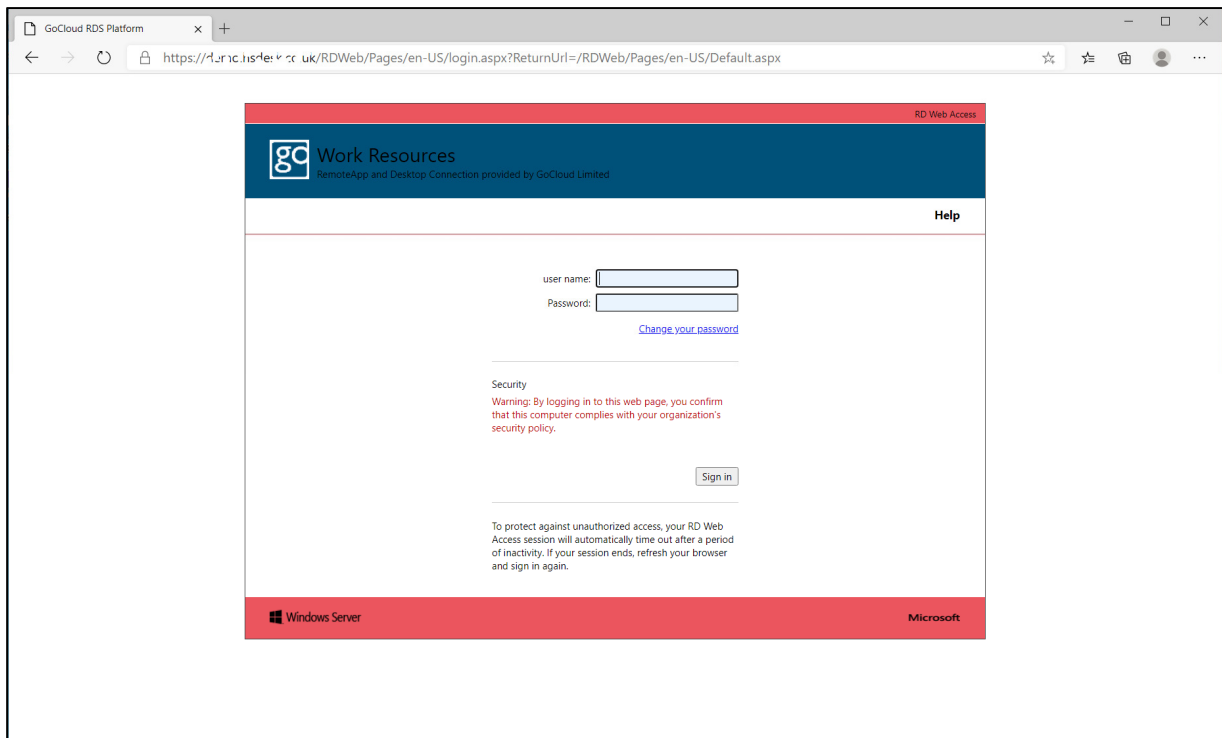
- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numbers (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)



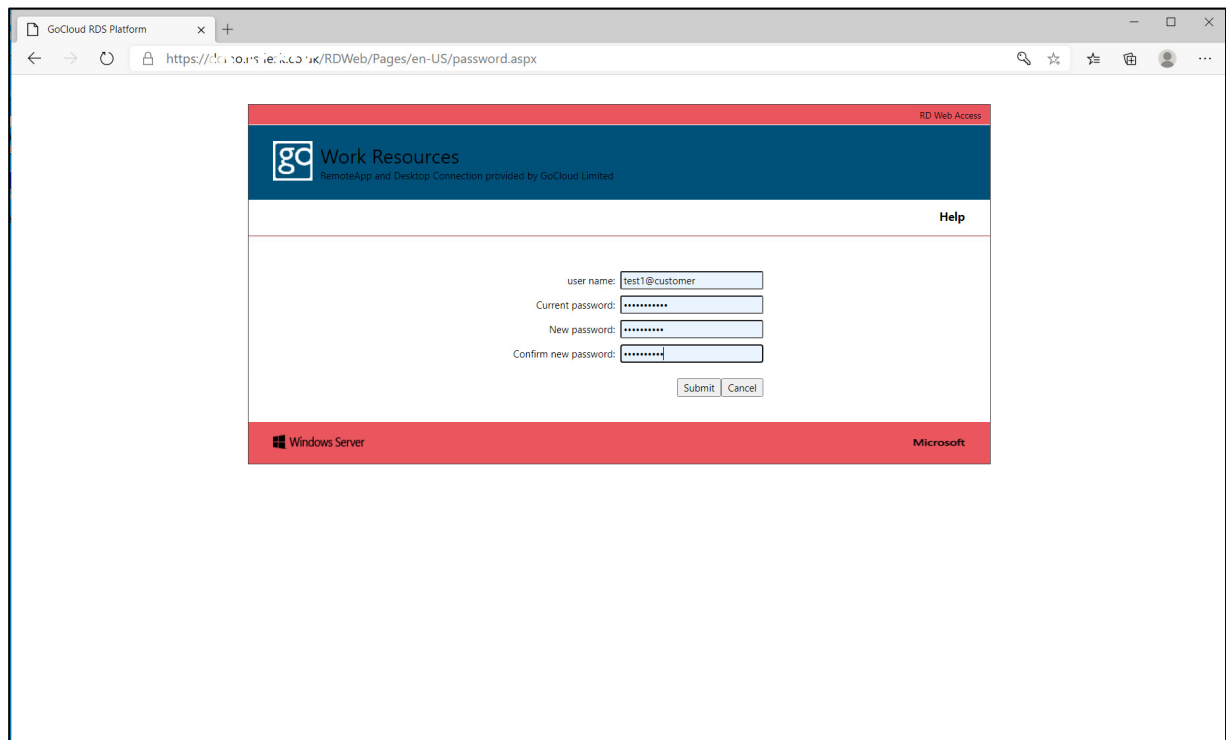
You will then see a message saying "Your password has been changed".



Option 2



On your workstation open a web browser, go to your Hosted Desktop website address and select the "Change your password" link.



Enter your old password and then enter your new password and repeat this in the last box, then select Submit.

Please be aware the new password must contain 8 characters from 3 of the following categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numbers (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)