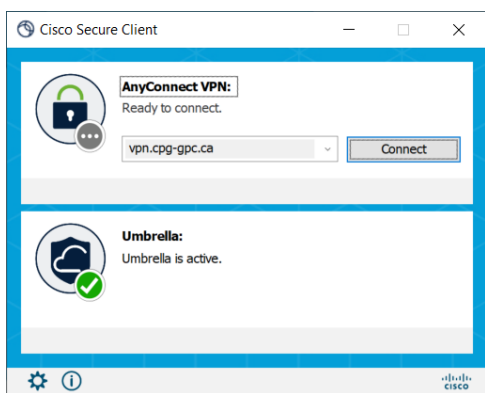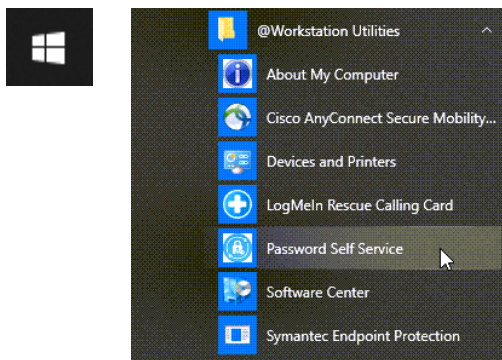# PASSWORD
SELF SERVICE

CHANGE YOUR PASSWORD

1. Connect to VPN.

2. Click on the **Windows logo** to open the Start Menu. At the top of the list, click on the **@Workstation Utilities folder**, then select the **Password Self Service link**.

3. Enter your **User ID** *(same user id used to log into your computer).* Click the **Continue** button.

4. You have 3 choices: **Use password, Answer security questions OR Mobile device.** Click the option you need. For this example, the **Use Password** option is selected.
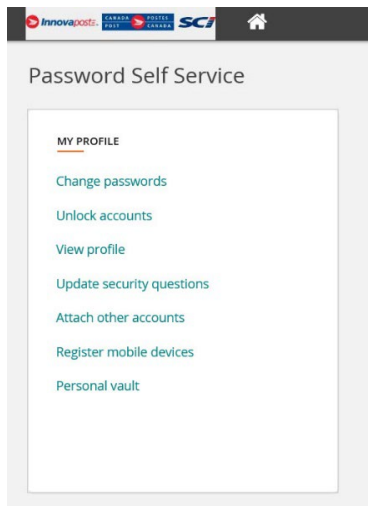

5. Enter your **password** (same password used to login to your computer). Click the **Login** button.
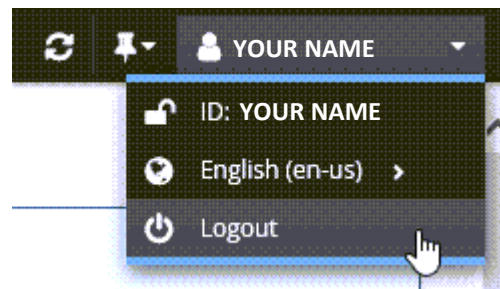
PASSWORD
SELF SERVICE

CHANGE YOUR PASSWORD

6. Under **My Profile** click **Change passwords**.

Password Self Service

MY PROFILE

Change passwords
Unlock accounts
View profile
Update security questions
Attach other accounts
Register mobile devices
Personal vault

7. Enter your new password in the **New password** field. Re-enter your new password in the **Confirm** field. Click the **Change passwords** button.

8. Click your **name** in the top right corner and select **Logout** from the dropdown.

YOUR NAME

ID: **YOUR NAME**

English (en-us) >

Logout

Enter a new password:

The password criteria will turn green if the requirements are met. They will turn red if the requirements are not met.

New password: *
Confirm: *

Change passwords