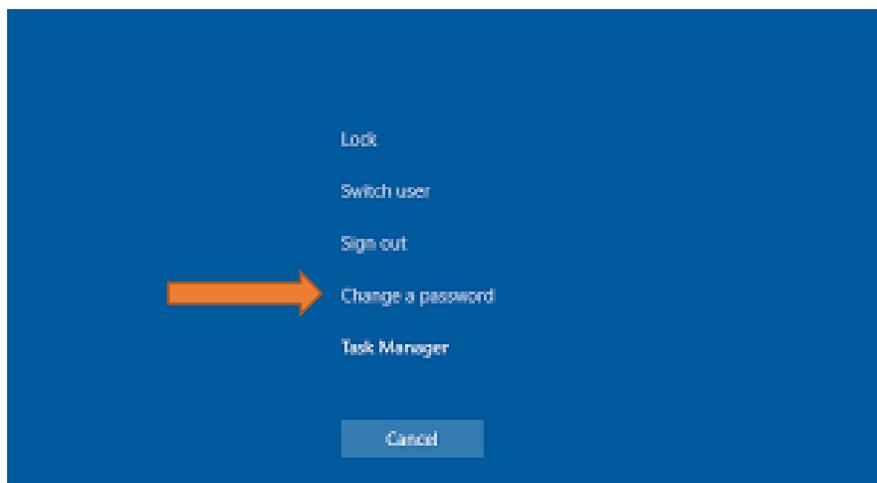


How to change your network login

1. If you are in the office connected to the State of Vermont network:
 - a. Select Ctrl+Alt+Del

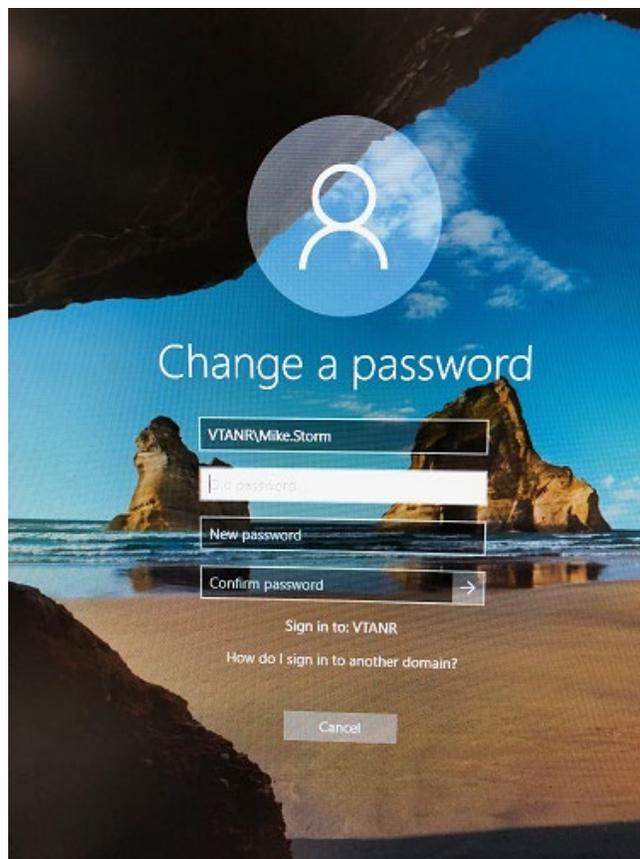


- b. Select Change a password



- c. Enter your old password and then the new password you want to change it to and then confirm the new password. Then click the arrow next to Confirm Password or select Enter

- d. The new password must meet certain criteria
 - i. It must be 8 characters or more
 - ii. Cannot use the last 3 previous passwords
 - iii. Cannot be a part of your formal name (i.e. Mike)
 - iv. It must have 3 of the 4 requirements
 1. Capital letter
 2. Lower case letter
 3. Special character (i.e. %, &, !)
 4. Number (i.e. 1, 2, 3)



- 2. If you are working remotely and need to change your password, the steps are the same, except, before you begin you must make sure you are connected to OpenVPN.