Changing your Password

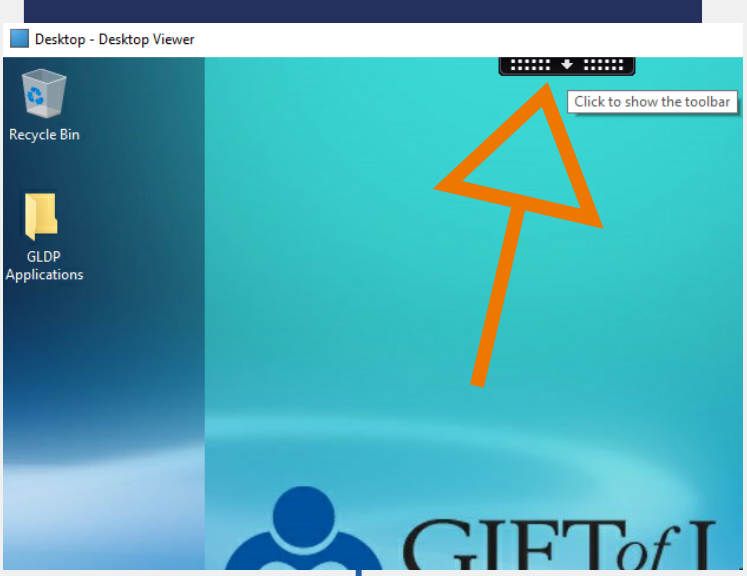
Where are you?

A) Connected to VPN
B) Working at Main Office
C) Working at Howie's House

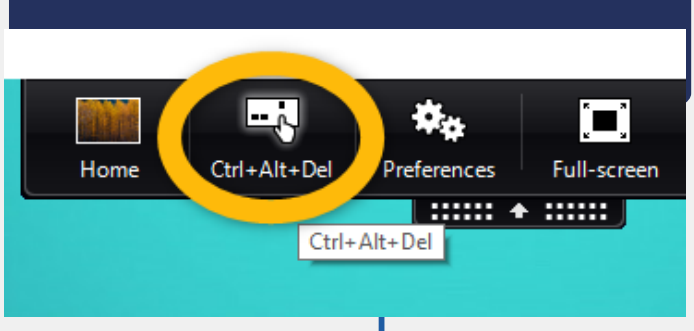
Press
CTRL+ALT+DEL

D) Working via Citrix

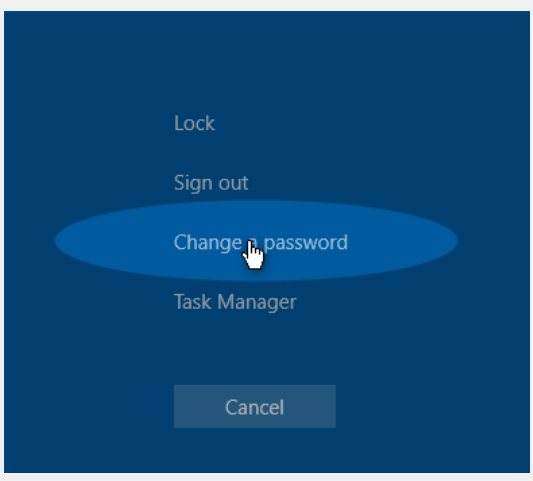
Click the **Arrow** at the top of the Citrix Desktop to **SHOW THE TOOLBAR.**



Click the Toolbar button
"Ctrl+Alt+Del"
Don't press those keys on your



Click CHANGE A PASSWORD and make the change



Password Requirements

- At least 14 characters
- A mix of uppercase and lowercase text
- At least 1 number
- At least 1 special character
- Cannot match previous 3 passwords

Have a company iPhone?

Once you have changed your network password, update it on your iPhone.

Settings>Mail>Accounts>GLDPMAIL>Account>Password

If you are working via Citrix on a laptop with an encrypted hard drive, you must decrypt the laptop with the old password until you come into the office to sync the new password.