VSU – CHANGING YOUR PASSWORD WHILE REMOTELY WORKING PROCESS

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	Virginia State University – IT Governance & Risk Management	ACTIVE_DIRECTORY_PASSWORD_CHANGE_REMOTE_PROCESS_01.pptx	1.0	04/23/2020	04/23/2020	Christian A. Holloway

Instructions for Changing Your Active Directory Password When Working in a Remote Location

VSU Faculty/Staff should use the following slides to manage your Active Directory password change when remotely working.

Thank you.
VSU Technology Services

Change Password
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Remote AD Password Change

***Please follow the process exactly:***

1. Client must be logged on to their work computer with VSU AD domain credentials.
2. Client must connect successfully to the VPN and remain on the VPN for the whole process.
3. Client must set their password by pressing Ctrl+Alt+Del and select the 'Change a password' option.
4. The new password must meet current domain password requirements:
    a. Password must meet complexity requirements (UPPERCASE, lowercase, numbers, and symbols).
    b. Password must be at least 10 characters or longer.
    c. Password cannot be any of the last 24 passwords.
    d. Password must be at least 1 day old before it can be changed.
5. Immediately after the password is successfully changed, the client will need to use Win+L to lock their computer.
    a. This is important because logoff, reboot, and shutdown will not work reliably—if at all—for this.
6. Client should immediately unlock their computer using their username and the password that they just set.
    a. This action caches their credentials locally.

A. Client must further verify that their password is cached by rebooting after the above steps are complete.
B. If they are able to logon with their new password, the password is successfully cached locally.
C. If the new password does not work, they will need to logon to Windows with their old password, verify that they are successfully connected to the VSU VPN, and redo the above steps.

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Remote AD Password Change

1. **Connect to the VSU VPN first**
2. **Depress the "Ctrl+Alt+Del" keys together**
3. **The screen to the right will appear**
4. **Select "Change a password"**

Password Creation Criteria:

A. **Minimum of 10 characters or longer**
B. **Complexity requirements (UPPERCASE, lowercase, numbers, and symbols)**
C. **Cannot Use any of the last 24 passwords**
D. **Your New Password must be 1 day old before it can be changed again**

Lock

Switch user

Sign out

Change a password

Task Manager

Cancel
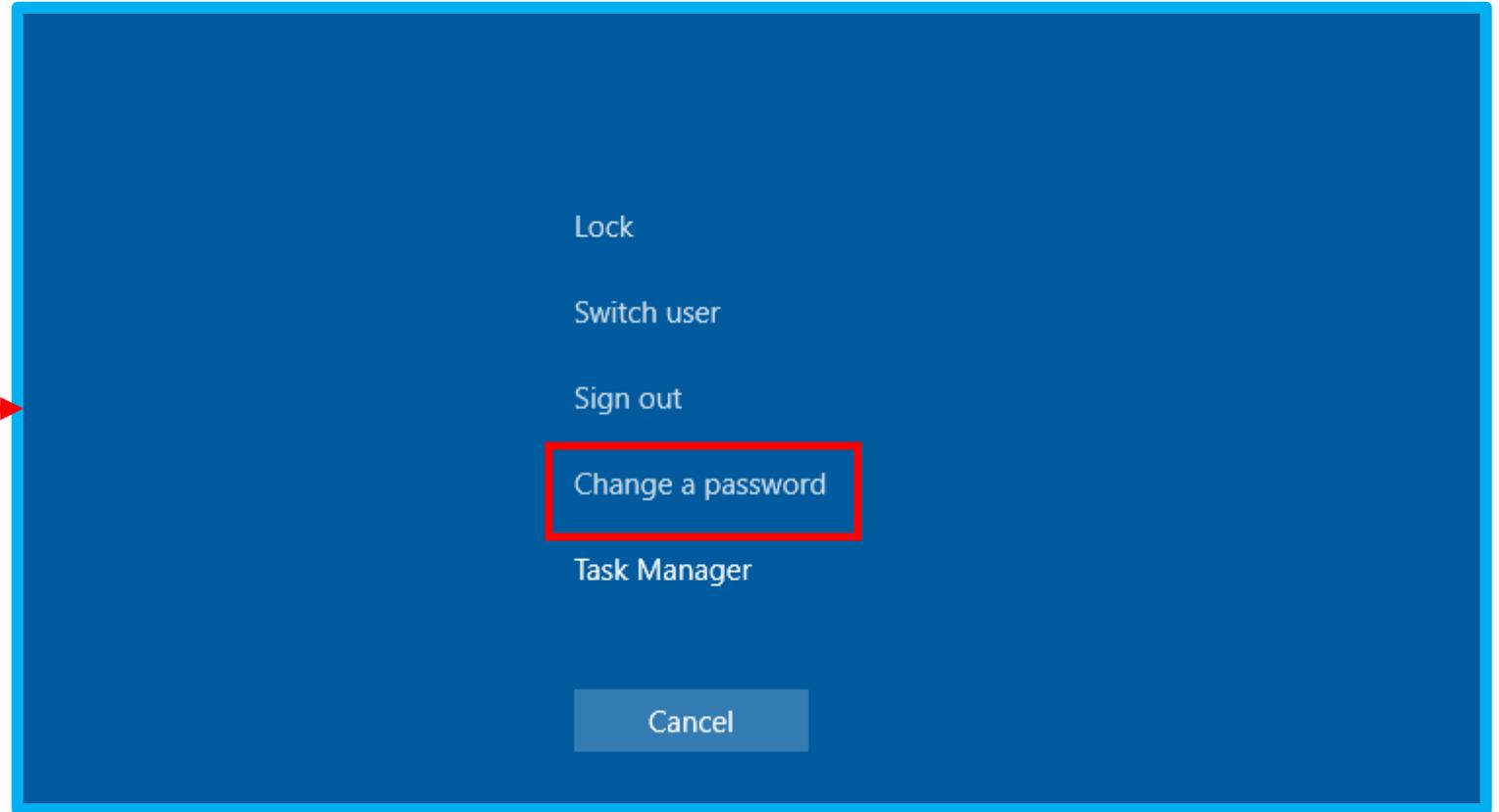
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Change a password screen

A. Enter username (Ex: jdoe)
B. Type Old Password
C. Type New Password
D. Type Confirmation of New Password
E. Select "enter" on your keyboard

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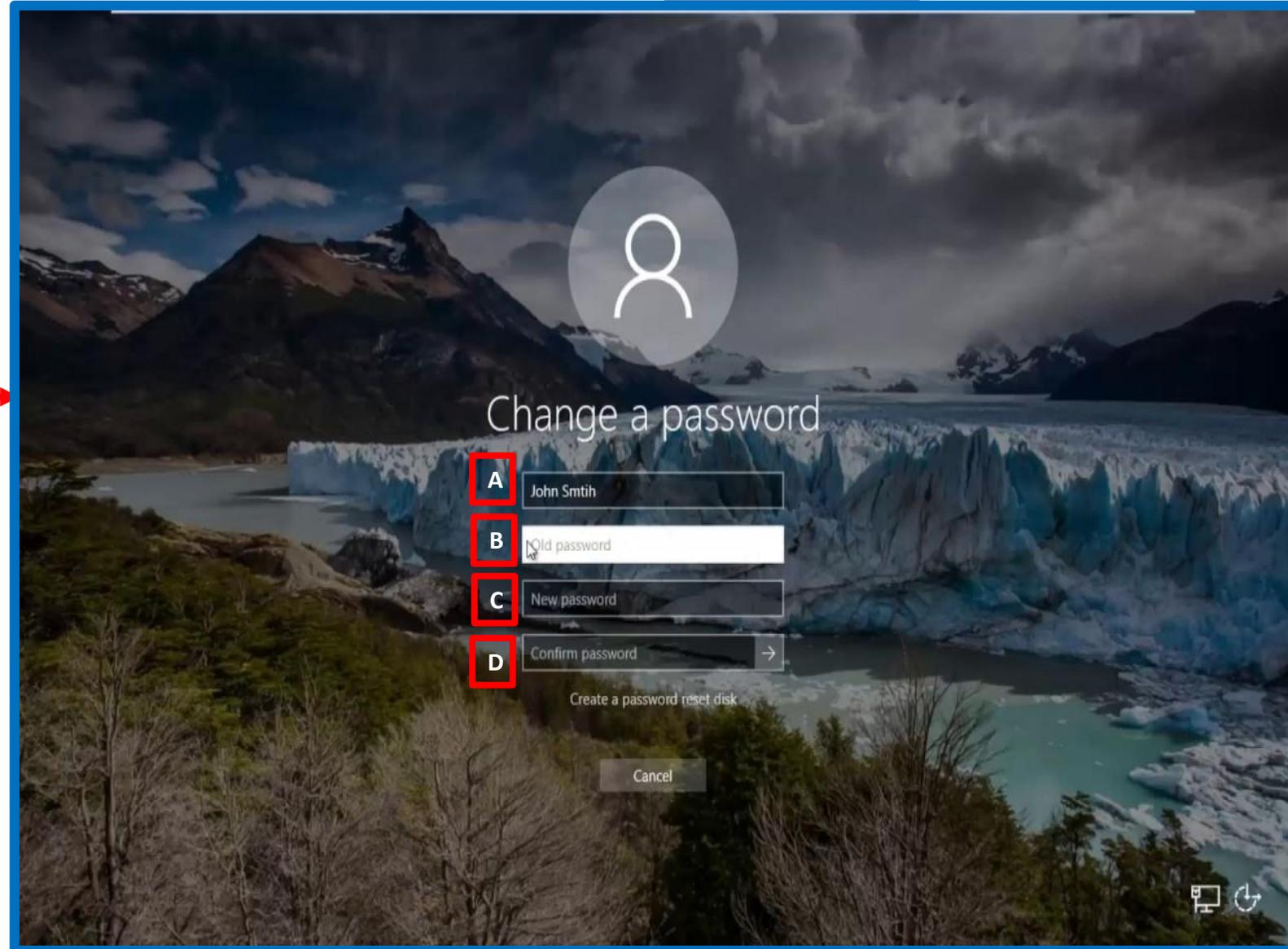
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Password Confirmation screen.

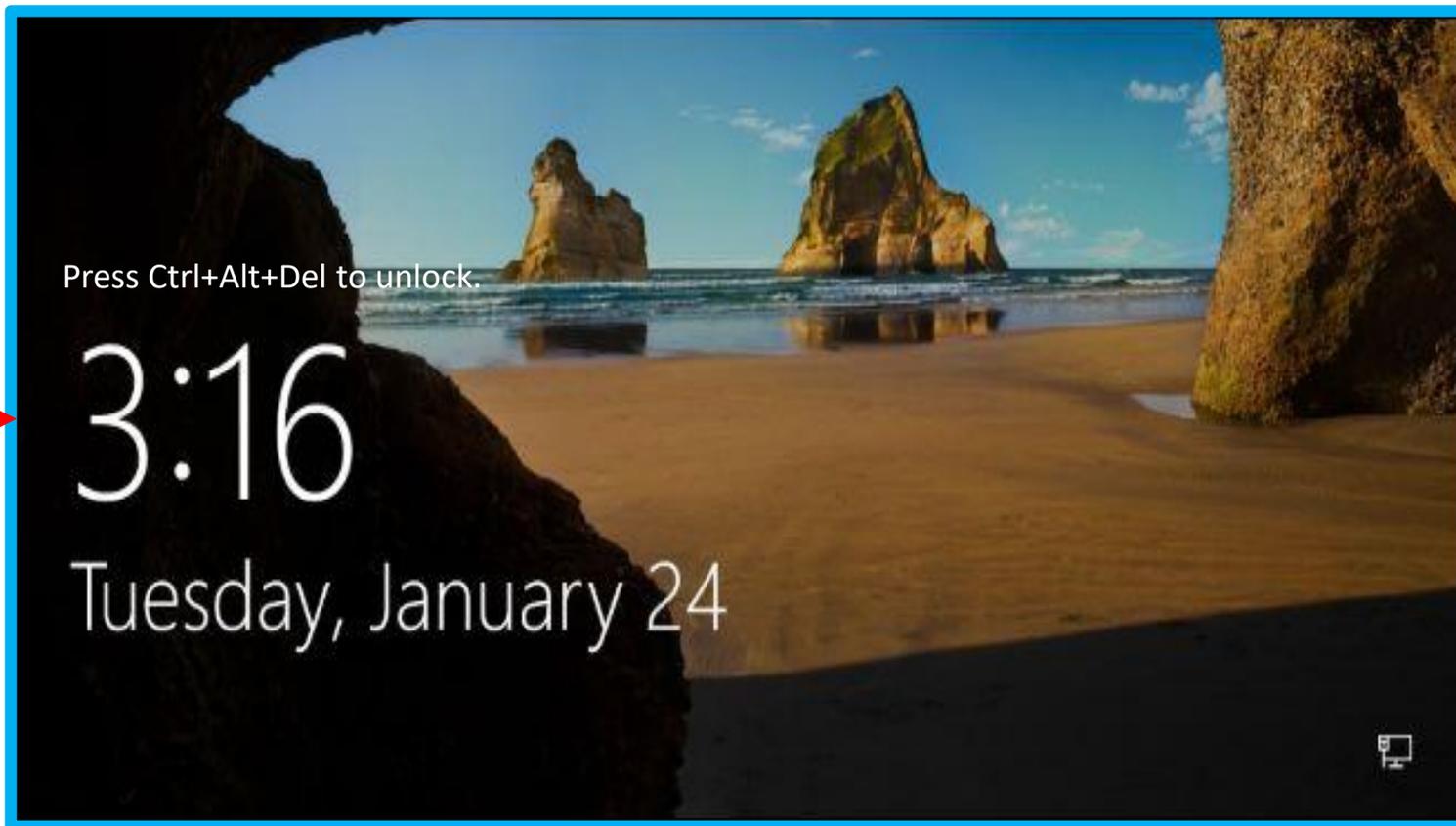Author: Christian A. Holloway
Created: 04/23/2020 Revised: 04/23/2020

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1. Select the "**Win + L**" Keys on your keyboard to lock your computer.

2. Depress the "**Ctrl+Alt+Del**" keys together.

If you have any questions, please contact the VSU Service Desk at 804.524.5210.
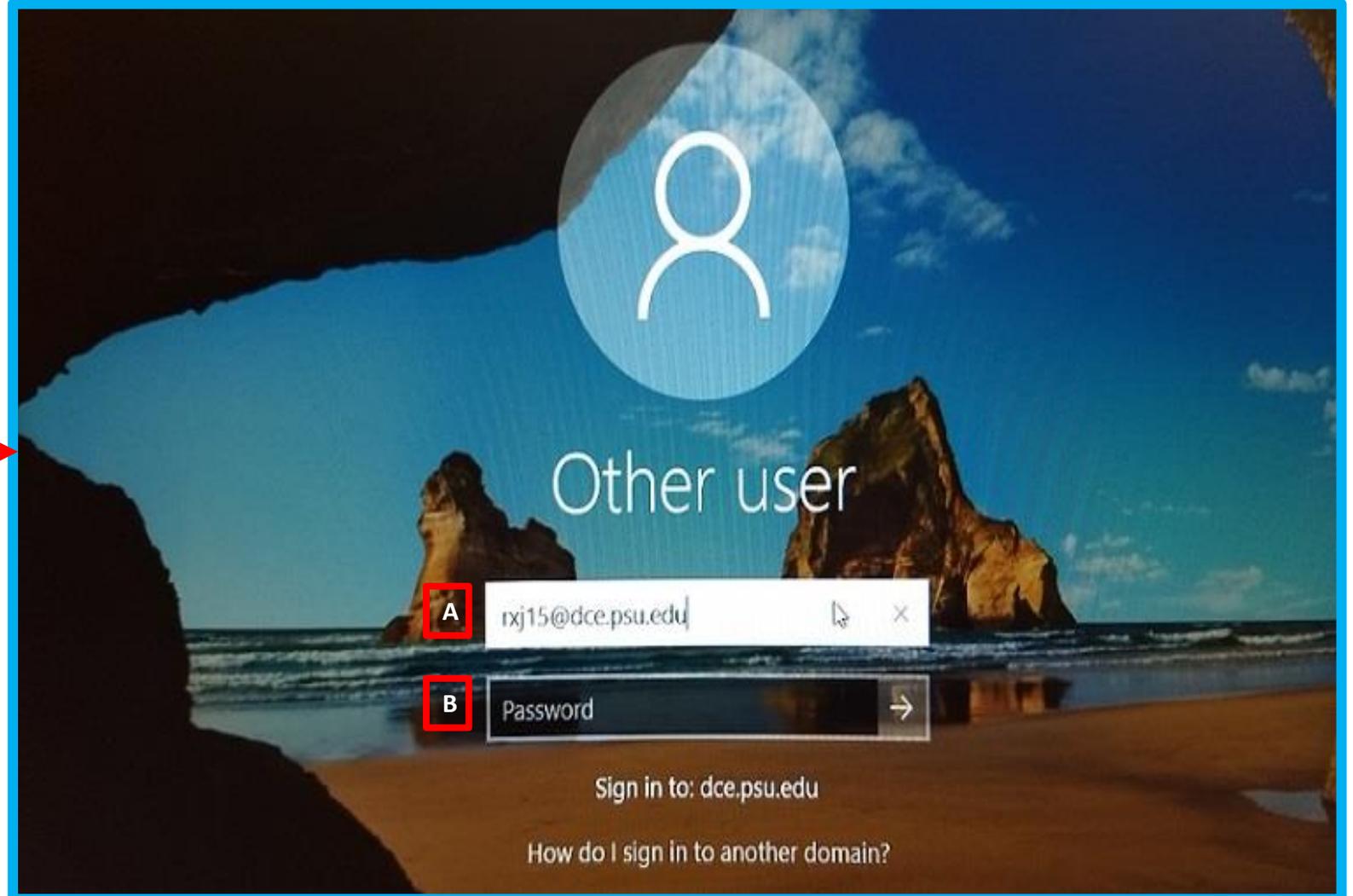
Thank you.

⊞ + L
Lock your PC

Press Ctrl+Alt+Del to unlock.

3:16

Tuesday, January 24

Author: Christian A. Holloway
Created: 04/23/2020 Revised: 04/23/2020

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1. **Unlock your screen**

A. **Enter username (Ex: jdoe)**
B. **Type your Password**
C. **Select "enter" on your keyboard**

If you have any questions, please contact the VSU Service Desk at 804.524.5210.

Thank you.

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