Southern Connecticut State University
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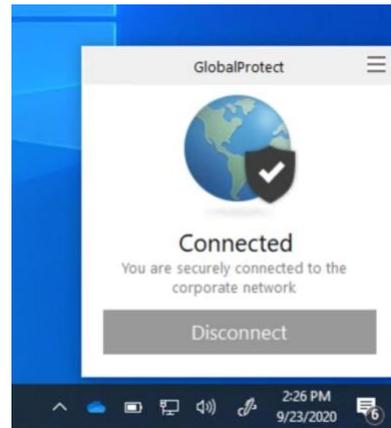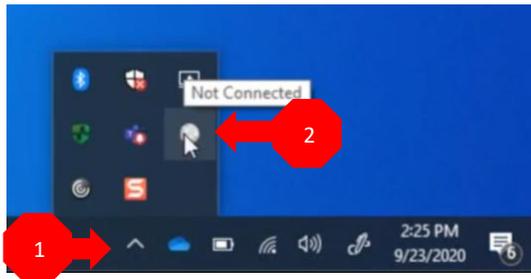# Changing Password on Windows Off-Campus

Introduction

This guide will show to proper way to change your password on a university-issued Windows computer while off-campus.
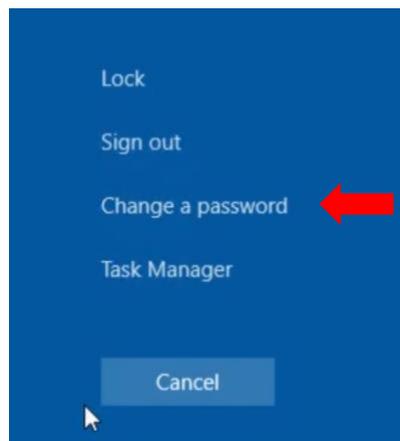
GlobalProtect VPN Connection

Ensure that you are connected to the GlobalProtect VPN. If you do not have the GlobalProtect VPN application installed on your computer, see our documentation for how to do so.

1. Select the carrot icon from the bottom, right-hand toolbar. Select the GlobalProtect globe icon, then "Connect" if not already connected.
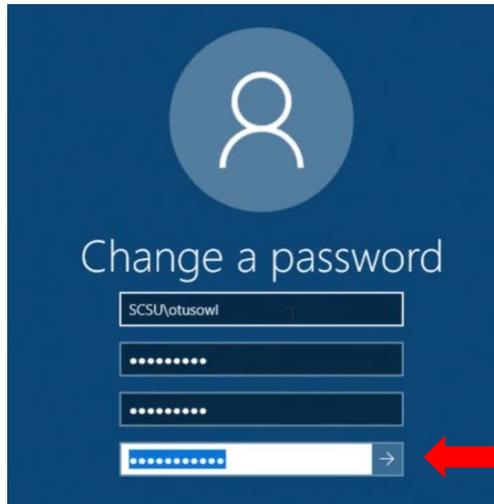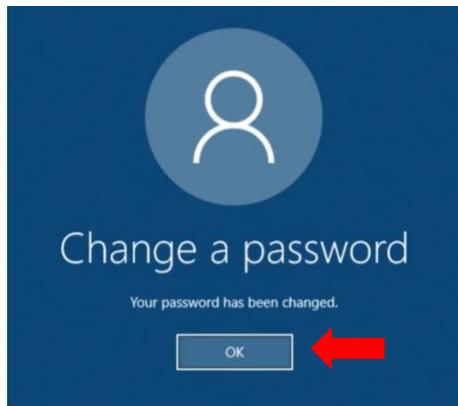
Changing Password

1. Simultaneously select the Control, Alt, and Delete keys from your keyboard. Select "Change password".
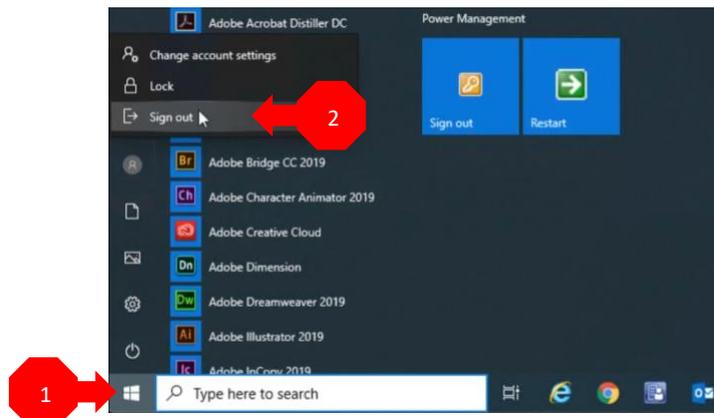
2. Enter your current password in the first box, then a new password in the two boxes below, and select the arrow icon to the right of the last box, or hit Enter on the keyboard when finished.
   a. Passwords must meet these requirements:
      - At least 8 characters
      - 1 letter
      - 1 number
      - 1 special character
      - Cannot contain personal information (such as name or birthdate)
      - Cannot be one of your last six password

3. Select "OK".

4. Select the Start Menu once more, then the profile icon and "Sign out".

5. Sign back in using your username and new password.

6. Once signed in, select the GlobalProtect globe icon once more and ensure you are connected with the new password in place.