If you would like to change a user's password, open the "GoCloud Admin Portal" program from the desktop, select the "Reset User Password" option.

Select OK on the password information box.
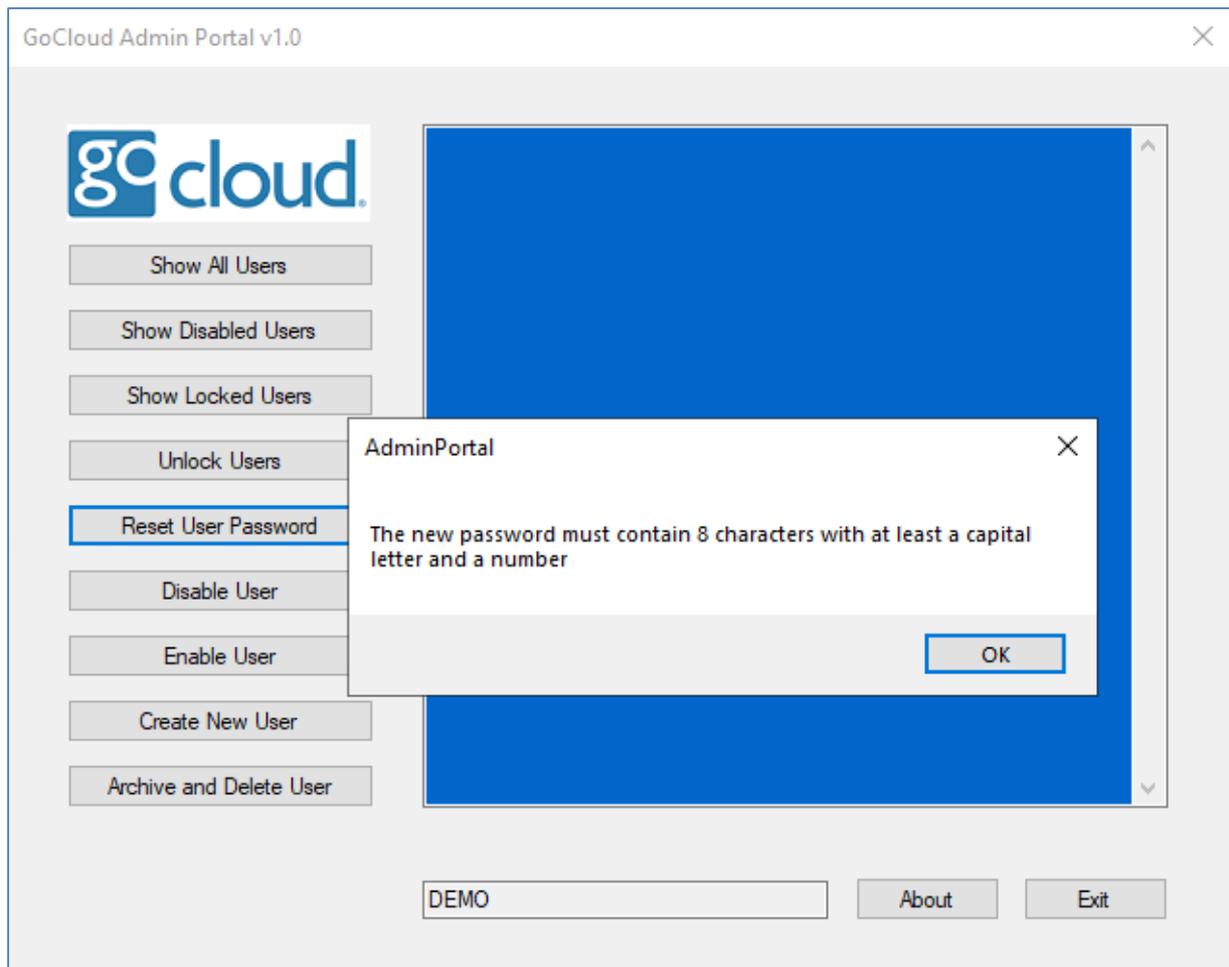
The password change screen will appear and request that you type in the username of the user you would like to change.

You can click back onto the "GoCloud Admin Portal" program and select "Show All Users" to display theses usernames (also named samaccountname).

```
enter username (samaccountname): stevej_
```

It will then request a new password - this must contain <u>8 characters</u> from 3 of the following categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numbers (0 through 9)
- Non-alphabetic characters (for example, !, $, #, %)

Repeat the password when requested.

```
enter username (samaccountname): stevej
Please enter the desired password for 'CN=Steve Jones,OU=RDS Users,DC=demo,DC=vci,DC=zone'
Password: ********
Repeat Password: ********

Waiting for 1 seconds, press a key to continue ...
```

Press any key to continue and to finish the action.