

Changing your Hosted Desktop password

When you see the message box "Consider changing your password" that means your password will soon expire and once expired you will no longer be able to login. There are 2 x ways to change your password.

Option 1



Select the desktop icon "Change Password", then select the option "Change a password".



Enter your old password and then enter your new password. Repeat this in the last box and select the arrow on the right side.

Please be aware the new password 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, !, \$, #, %)



You will then see a message saying "Your password has been changed".



## Option 2

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Work Resources RemoteApp and Desktop Connection provided by GoCloud Limited	RD Web Access				
	Help				
user name: Password: Password: Change your nassword Security Wearning: By logging in to this web page, you confirm that this computer complies with your organization's security policy. Isign in To protect against unauthorized access, your RD Web Access session mut automatically time out after a period of in activity. If your besion ends, refresh your browser and sign in again.					
Windows Server	Microsoft				

On your workstation open a web browser, go to your Hosted Desktop website address and select the "Change your password" link.

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RD Web Access					
Work Resources RemoteApp and Desktop Connection provided by GoCloud Limited					
Help					
user name: test1@customer					
Current password:					
Confirm new password:					
Submit Cancel					
E Windows Server Microsoft					

Enter your old password and then enter your new password and repeat this in the last box, then select Submit.

Please be aware the new password 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, !, \$, #, %)