

# Changing your USMD Account Password

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How to change your USMD account password remotely.

*Please Note: You must be connected to the USM VPN*



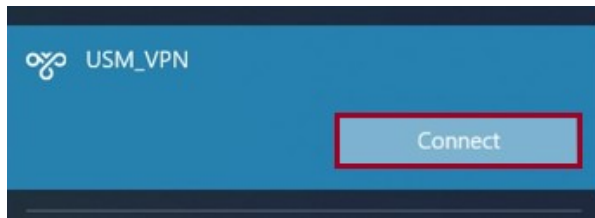
## Connect to the VPN

1) Start your laptop and log in with your current password

2) Click the Network Icon

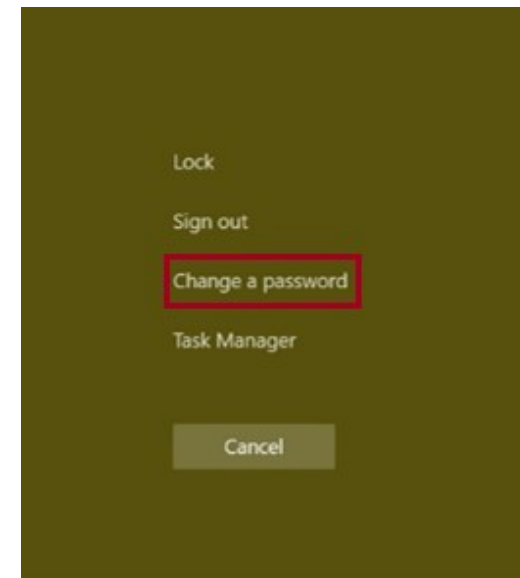


3) Connect to USM VPN



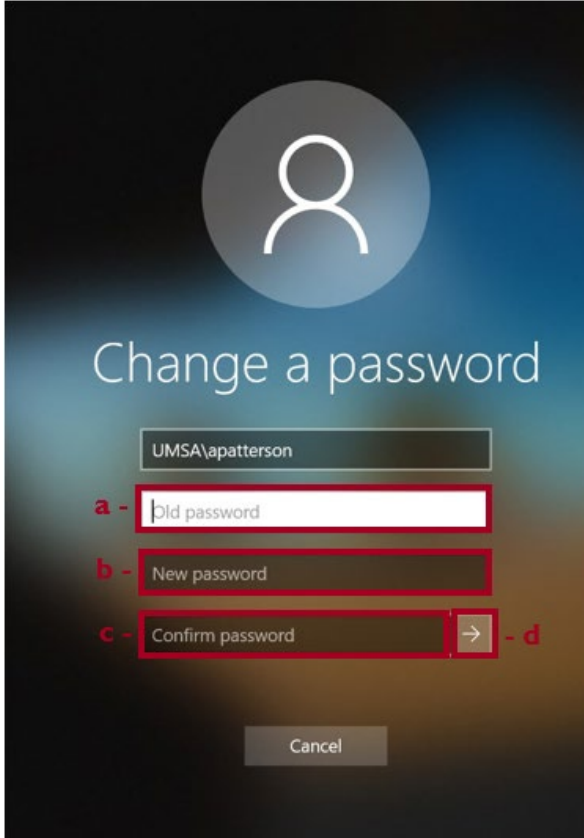
4) Press Ctrl-Alt-Delete

5) Choose "Change a Password"



## Change Your Password

- 6) Enter your current “Old password” (a), enter your “New password” (b), again enter new password “Confirm password” (c), and click the right arrow next to “Confirm password” entry “submit” (d).



Change a password

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a - Old password

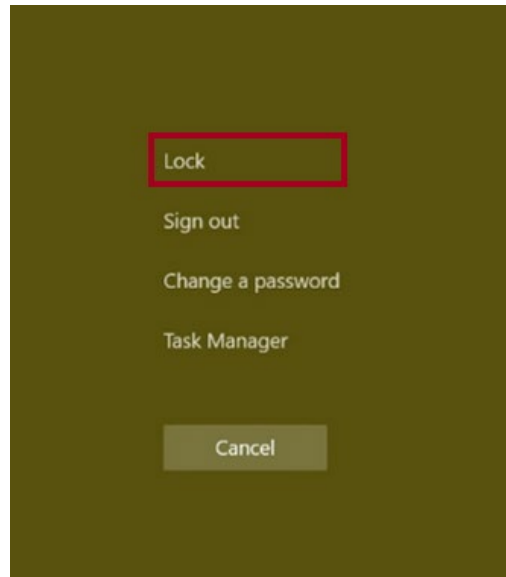
b - New password

c - Confirm password → - d

Cancel

## Verify Password Change

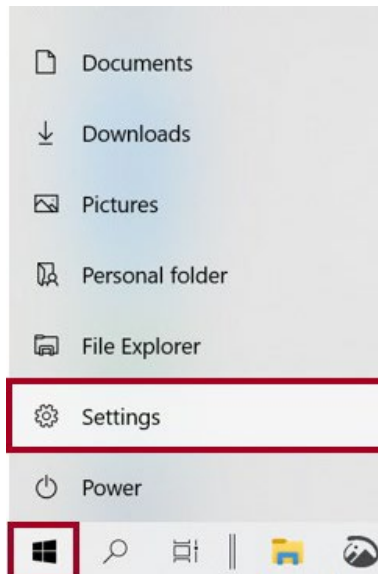
- 7) Wait approximately 20-30 seconds
- 8) Press Ctrl-Alt-Delete
- 9) Chose “Lock”



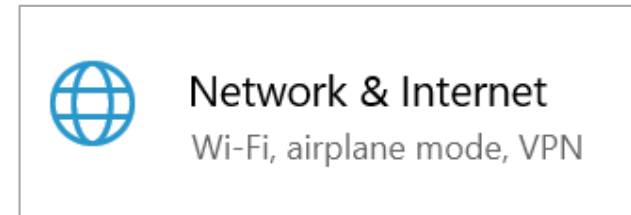
- 10) Wait a few seconds
- 11) Press Ctrl-Alt-Delete to unlock your laptop
- 12) Enter your **\*new\*** password, this should now unlock the laptop

## If you have your old password saved in the VPN connection, you can change it as follows:

- 1) Click the Windows icon (lower left corner of the screen) → “Settings” icon (the picture of a gear)

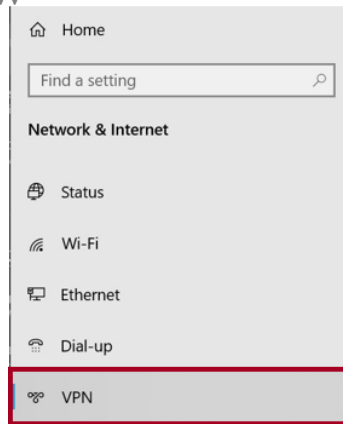


- 2) Select “Network and Internet” from the Settings window that opens



## Clear sign-in info

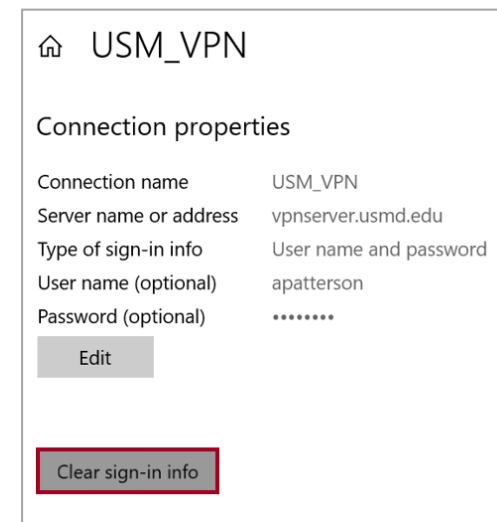
- 3) Select “VPN” from the list of choices on the left side of the window



- 4) Select “USMVPN” from the list of choices on the right side of the window, Click the “Advanced Options” button

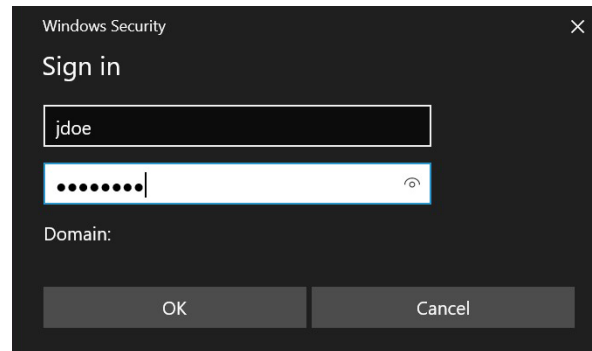


- 5) Click “Clear sign-in info”

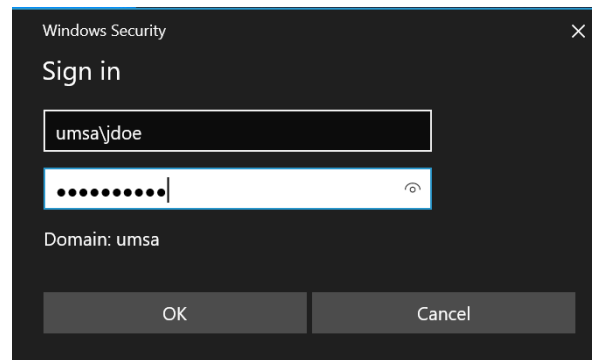


## Connect to USM VPN

- 6) The next time you start the VPN, you will be prompted to enter your username and your new password.
- a) If you are using a USM laptop follow the example in “image a”; enter username “*jd*oe” and your new password. Hit “OK”.



- b) If you are using a personal laptop follow the example in “image b”; enter umsa\username “*umsa\jd*oe” and your new password. Hit “OK”.



If you have any further questions, concerns or need assistance with changing your USMD Account Password, please contact the USM-IT Dept. at [geeks@usmd.edu](mailto:geeks@usmd.edu)

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