MA NUAL

Remote Office
Password reset

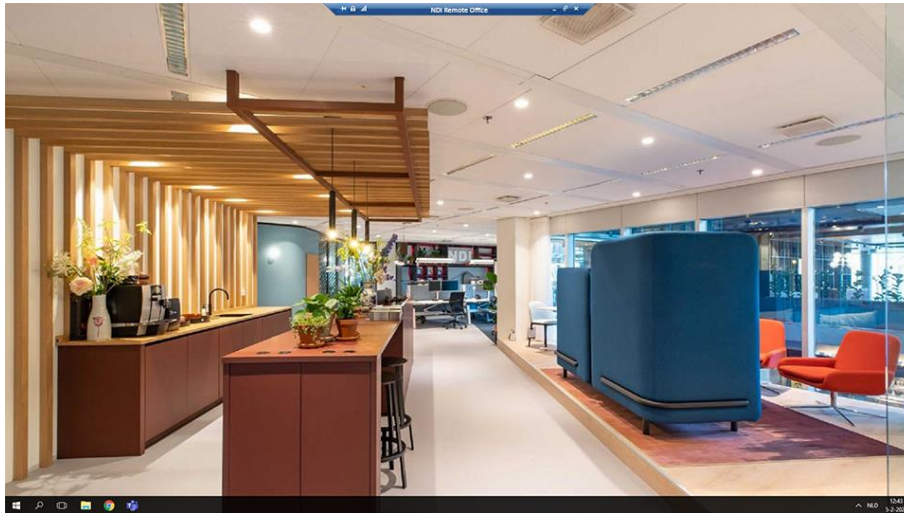|		
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1   Introduction

Within Remote Office it is possible to reset your password. This document describes the steps to be taken for this.

2   Manual
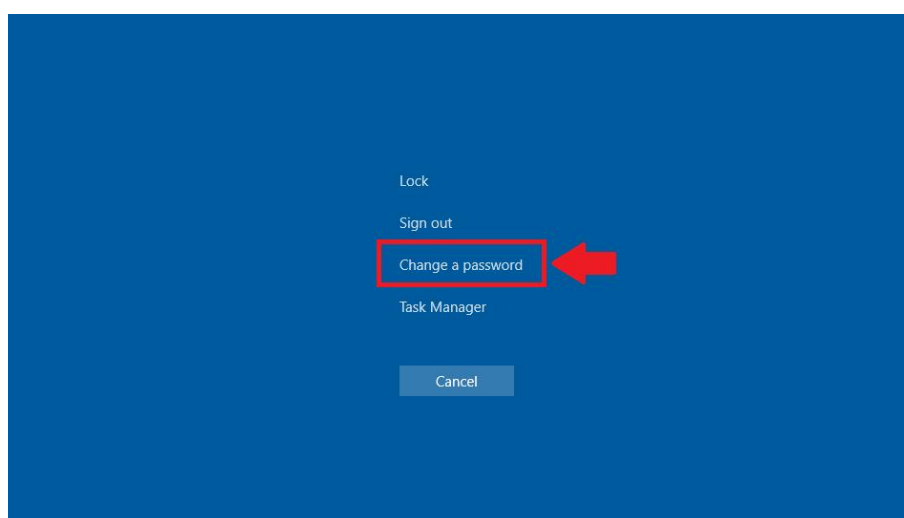
2.1   Reset via Terminal Server

- Make sure you are connected to the internet and log in to your NDI Remote Office.
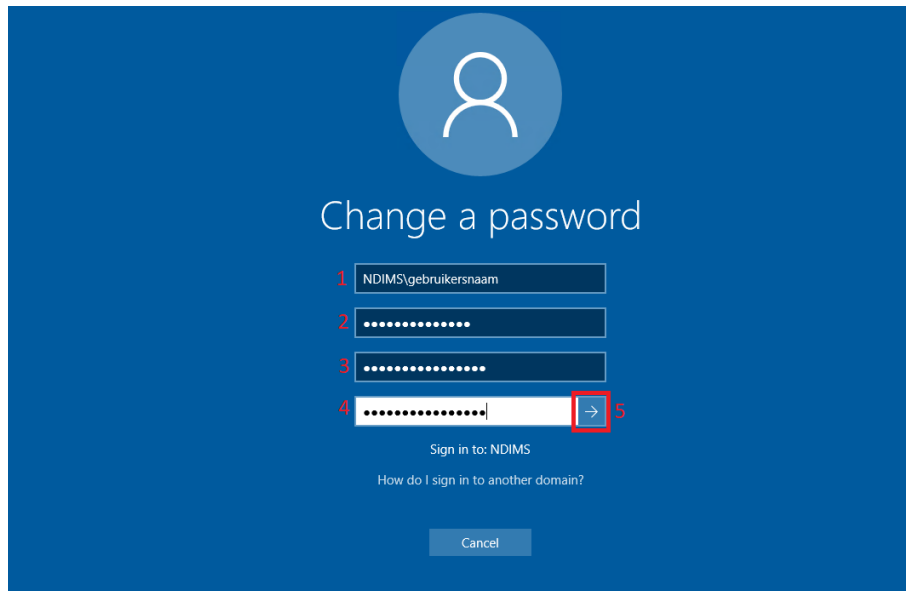

- Press the shortcut key combination CTRL + ALT + END. If you are using an Apple computer, you can use CTRL + OPTION + END. You have to press all three keys at the same time.

The following screen will be displayed
- Select the option 'Change a password'.

- Please fill in the following:
  1. The full login name, example: NDIMS\user
  2. The current password
  3. The new password
  4. Repeat the new password
  5. Then press the arrow to continue, the password will now be changed.

If the new password does not meet the requirements, an error message will occur.
The password must meet the following requirements:
- At least one number (0-9)
- At least one uppercase letter (A-Z)
- At least one lowercase letter (a-z)
- At least one non-alphanumeric character (for example!, $,%, Or #)
- The password cannot contain words that were part of the old password.
- The password cannot contain an account name or parts of the account name of the user's full name that exceed two consecutive characters.

We recommend that you choose a password consisting of a minimum of 8 characters and a maximum of 14 characters.