

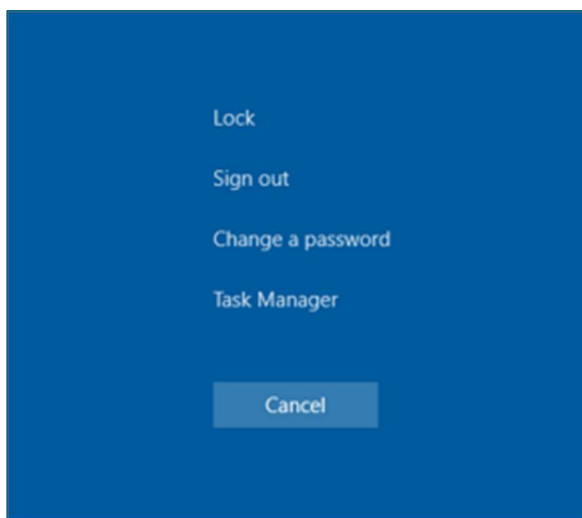
Guide – Change password

Change password before expiration

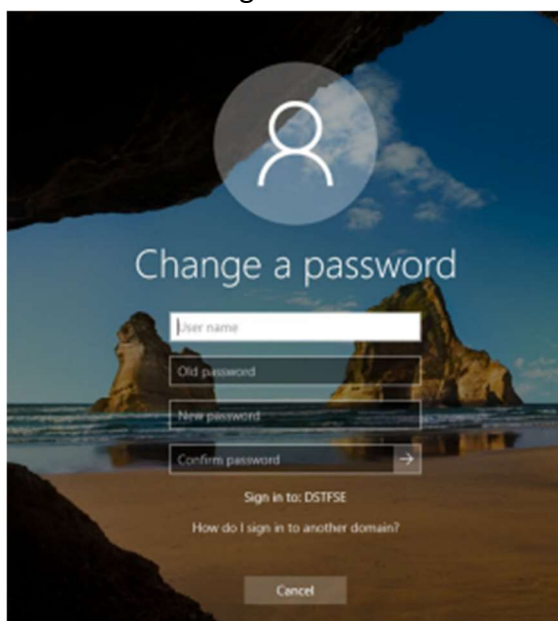
- 1) You can change your password before it expires if you are signed in to a server, by pressing the following:

CTRL + ALT + END (windws)

FN + CTRL + ALT + <- (Mac)



- 2) Click "Change a password"
- 3) Enter the following:



Your project ident as "User name"

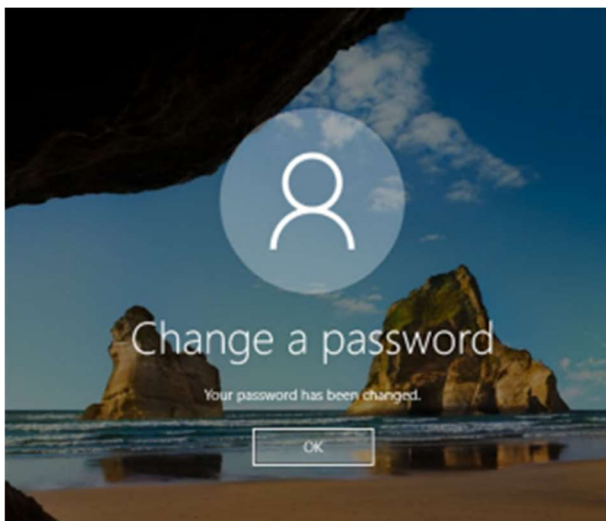
Your current password as "Old password"

You new password as "New password"

Repeat the new password as "Confirm password"

Requirements for the new password

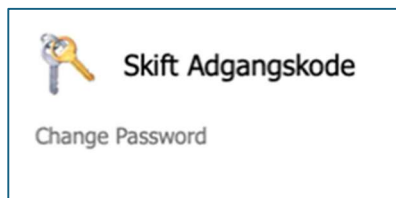
- a. At least 12 characters
 - b. At least one capital letter
 - c. At least one number
 - d. History (You cannot use a password you have used within the last 10 changes)
- 4) Click "Enter" or click on the small arrow



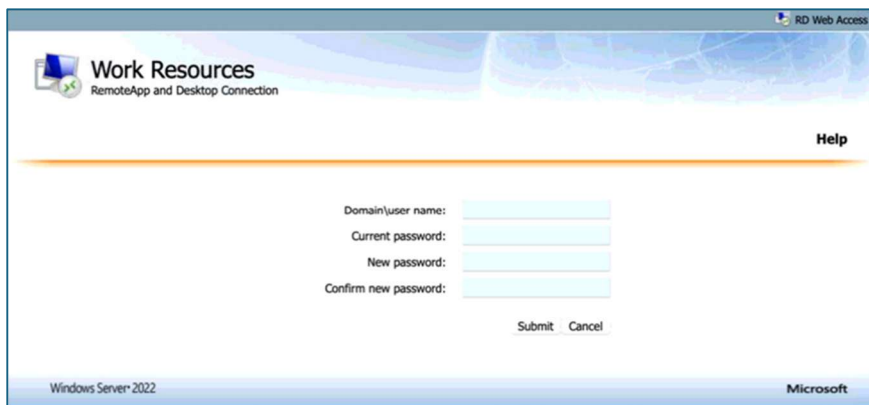
- 5) Click "OK"

Change password after expiration

- 1) When your password has expired (they expire after 12 months) you may change the password by selecting "Change Password" at remote.dst.dk



2) The following screen appears:

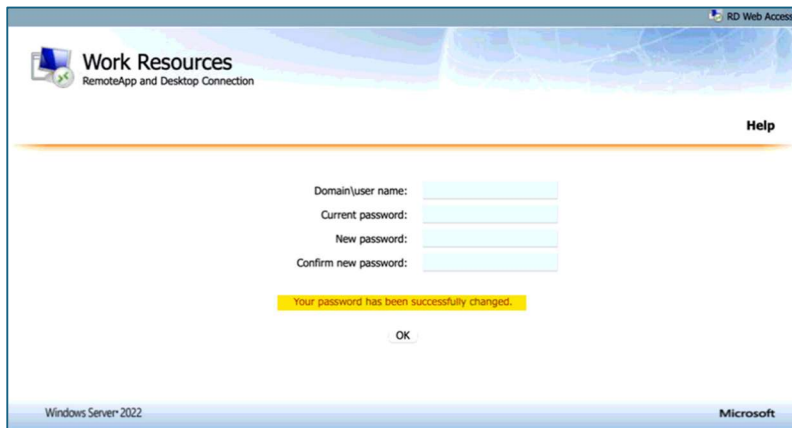


3) Enter the following

Domain\user name:	dstfse\<projektident>
Old password:	Old/current password
New password:	At least 12 characters at least one capital letter at least one number History (you cannot use a password you have used the last 10 times you have changed it)
Confirm password:	Repeat the new password

4) Click "Submit"

5) The following screen appears:



Please note the text: "Your password has been successfully changed"

Close the tab in your browser and sign in to a server using the new password.