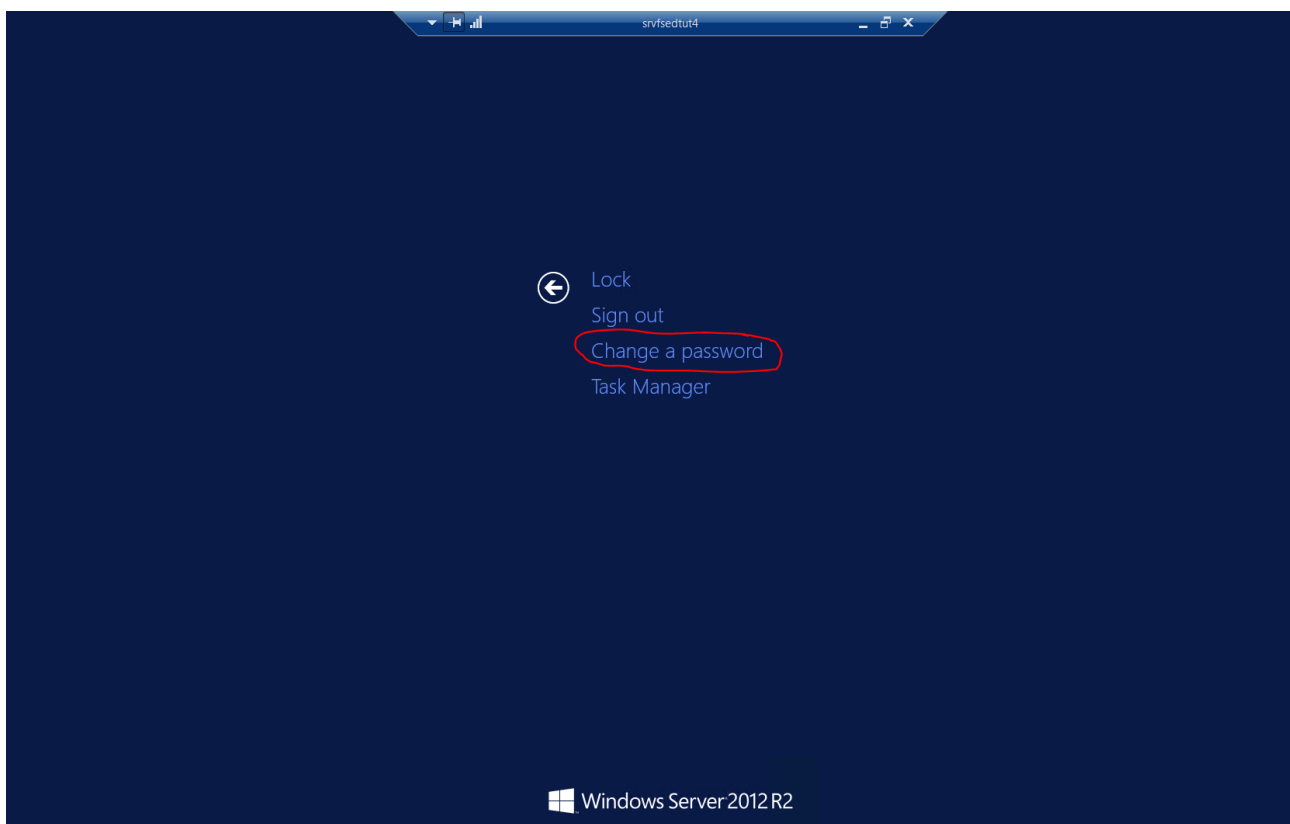# Guide – Change Password

Change your password before expiration

When you are logged onto our server, you may change your password, before it expires, (they expire after 3 months), by pressing the following:

CTRL + ALT + END (WINDOWS) or
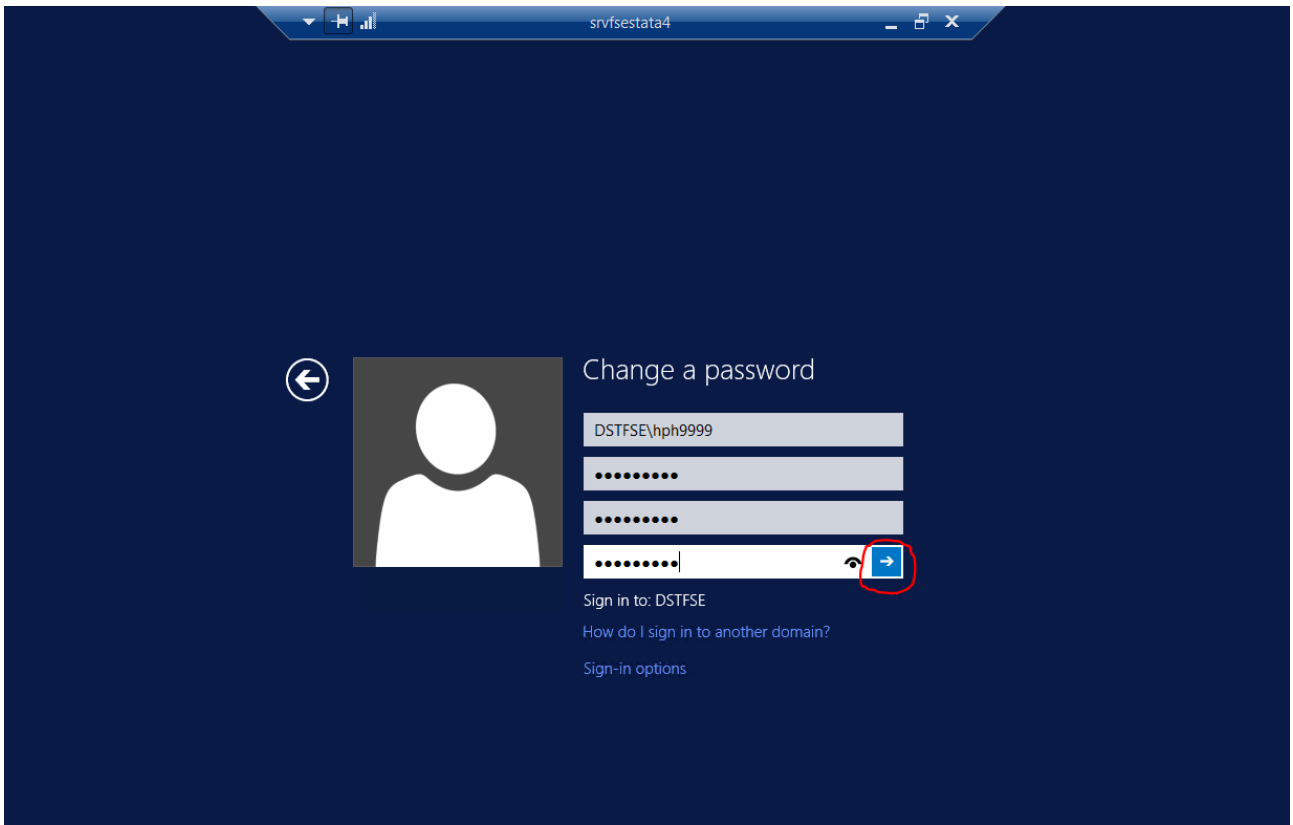
FN + CTRL + ALT + ← (MAC):

Click **Change a password**
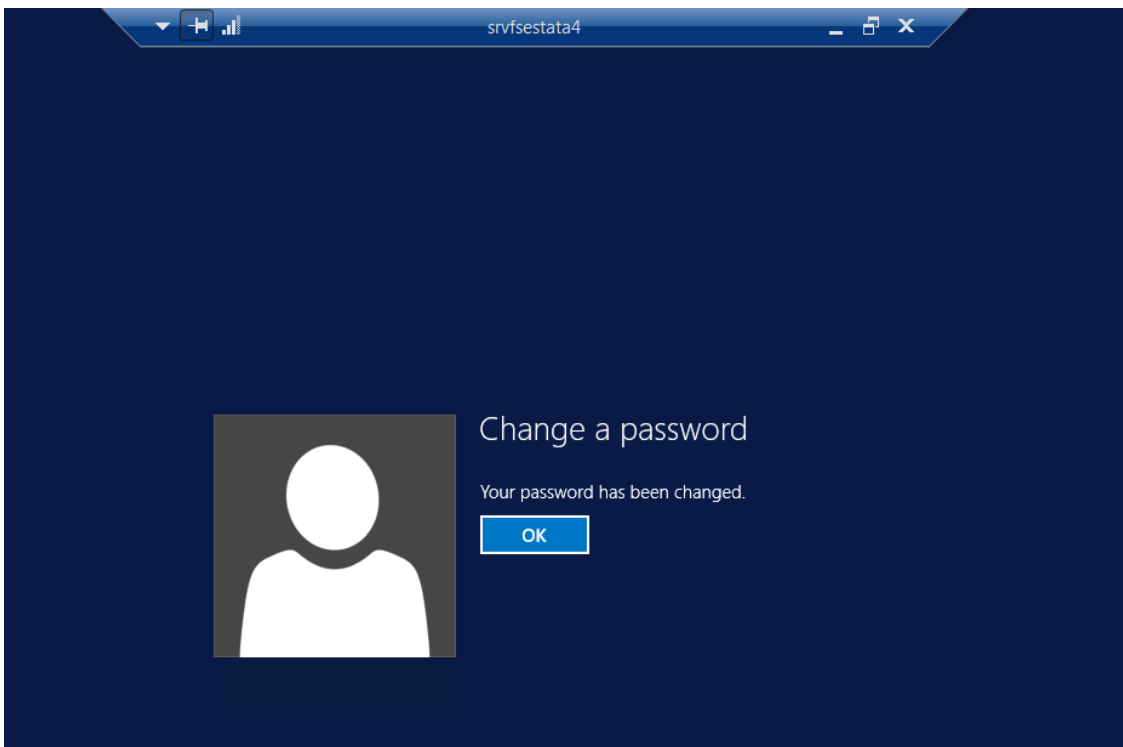

Enter the following:

- **Domain\User name:**   dstfse\<Project-user>
- **Current:**   Old/current password
- **New password:**   At least 8 characters, at least one capital letter + numbers and or special characters
  History (You cannot use a password you have used the last 10 times)
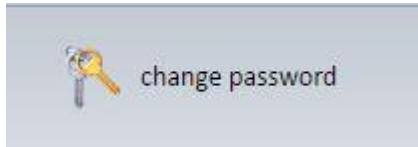- **Confirm password:**   Repeat the new password
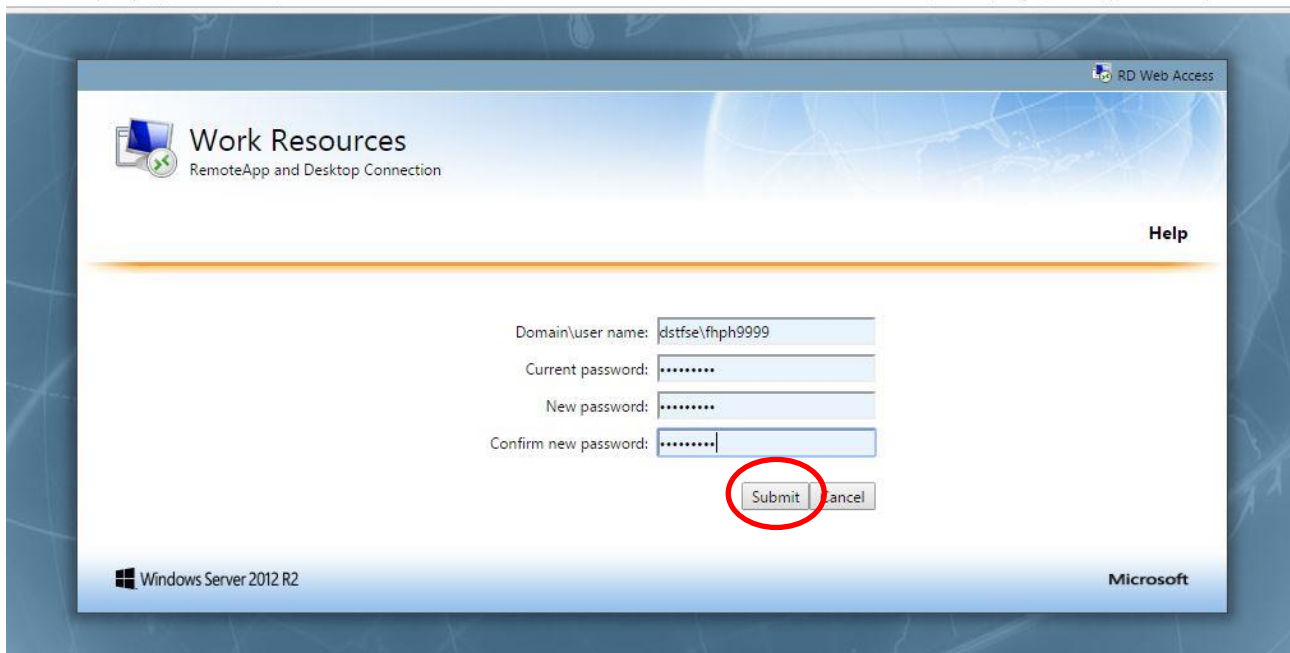
Click **Submit**

Click **OK**

Change password after expiration

When your password has expired, (they expire after 3 months) you may change the password selecting *Change Password* at remote.dst.dk

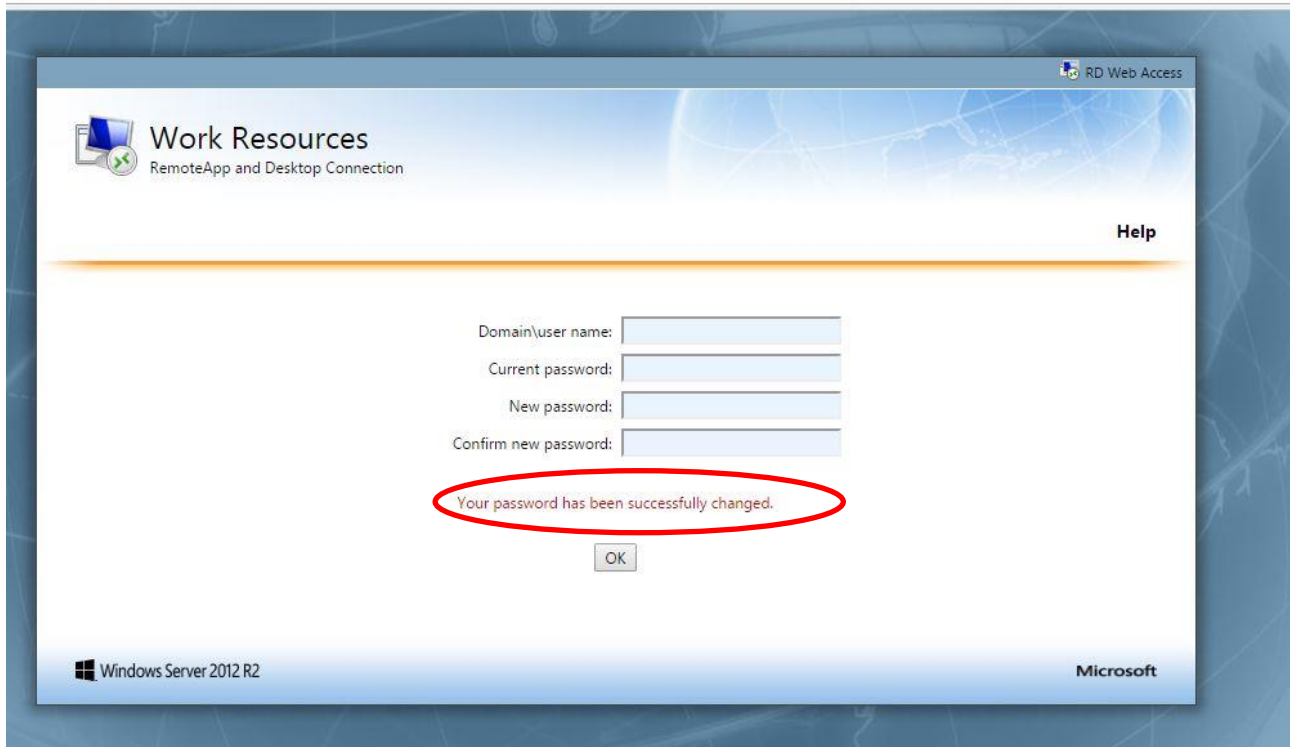The following screen appears:

Enter the following:

- **Domain\User name:**   dstfse\<Project-user>
- **Current password:**   Old/current password
- **New password:**   at least 8 characters, at least one capital letter + numbers and or special characters
                               History (You cannot use a password you have used within the last 10 times)
- **Confirm new password:**   Repeat the new password

Click *Submit*

The following screen appears:

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

Close the tab in your browser, and log in to your server using the new password.