How to Set a New UCS Password from a Court Issued Computer

ⓘ This article explains how to set your password while using a court issued computer.

⊘ **ATTENTION VPN USERS**

If you are using a **PERSONAL COMPUTER** to connect to your OFFICE COMPUTER you will need to >> GO HERE FOR INSTRUCTIONS <<.

If you are using a **COURT ISSUED COMPUTER** you will need to CONNECT TO VPN *before* proceeding.

In this Article:

First decide what your new password will be:
        Restrictions
        Use Complexity
        Make it Easy for YOU to Remember
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Then set your new password:
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First decide what your new password will be:

Restrictions

- You can not re-use the same password.
- You can not include your name or username in your password.
- You can not use "commonly" hacked passwords (such as "abc123", etc).

Use Complexity

Minimum 10 characters	
Include a combination of <u>at least 3</u>:	
• Upper case letters	A - Z
• Lower case letters	a - z
• Numbers	0 - 9
• Special characters	~ ! @ # $ % ^ & * _ - + = | \ ( ) { } [ ] : ; " ' < > , . ? /

Make it Easy for YOU to Remember

⚠ Passwords are CaSe SeNsItIvE.

⚠️

1. Think of a phrase, quote, or song verse.
2. Replace vowels with numbers or special characters.
3. Use spaces and add punctuation.

Examples

I_Love_Cars	I love cars.	I LOVE cars!
33CalicoCats	My_Calico_Cat	My2Calico Cats
Cant@elope	Can't elope	Cannot elope?
Columbus in 1492.	I LOVE MY dog!	I am the #1

Then set your new password:

🛑 If you are working remotely, you must FIRST connect to VPN.

1. Press CTRL+ALT+DEL from the desktop of your court-issued computer.
2. Click [Change Password].
3. Verify your USER ID is displayed.
4. Type your OLD/NEW passwords as indicated.
5. Click the [arrow] to continue.
6. Restart your computer and begin using your new password.

Related articles

- How to Listen to Your Voicemail Messages
- Creating Your Atlassian Account for Jira Cloud Help Desk
- How to Login to Your NYCOURTS.GOV Email Account
- Nortel Avaya Desk Phone Quick Start Guide
- How to Disable Microsoft Viva - Your daily briefing