



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](#)
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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> :	
<ul style="list-style-type: none">• Upper case letters	A - Z
<ul style="list-style-type: none">• Lower case letters	a - z
<ul style="list-style-type: none">• Numbers	0 - 9
<ul style="list-style-type: none">• 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](#)