How to Set a New UCS Password while on VPN from a Personal Computer

ⓘ This article applies to you ONLY if you are trying to change the password of your office computer WHILE working remotely from a Personal Computer over VPN. If you are using a court issued laptop over VPN go here for instructions.

In this Article:

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:

1. From your personal computer, connect to your office computer over VPN.
2. When you see the desktop of your office PC, press the CTRL+ALT+END keys.
3. Click CHANGE PASSWORD on the pop-up screen.
4. Verify your user id is displayed.
5. Type your OLD/NEW passwords as indicated.
6. Click the "arrow" to continue.
7. Restart your office computer.
8. Logout of SSLVPN.
9. Login to SSLVPN (allow time for your office computer to restart).

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