



How to Change Your Password

Effective **Wednesday, November 28th, 2018**. Any password reset occurring on or after this date will require the following:

- All Passwords will require a minimum of **12** characters
 - Password complexity will require (at a minimum) **3** of the following complexities:
 - Uppercase letter(s)
 - Lowercase letter(s)
 - Number(s)
 - Symbol(s)
- All passwords will expire every **6** months

There will be no exemptions.

Comparison:

Category	Existing	New
Minimum Characters	8	12
Password Complexity	3 of 4	3 of 4
Password Expiration	90 Days	180 Days (6 Months)
Example	Pa\$\$wOrd	<u>Anewpa\$\$word</u>

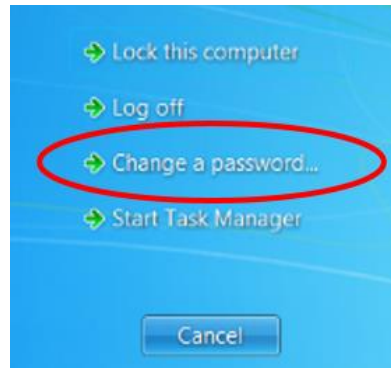
When you tap into VDI, you will be prompted to change your password when it is due to be updated. Simply follow the prompts.

If you are a Team Member who has never had to change their password, you WILL be required to do this on Wednesday, November 28th.

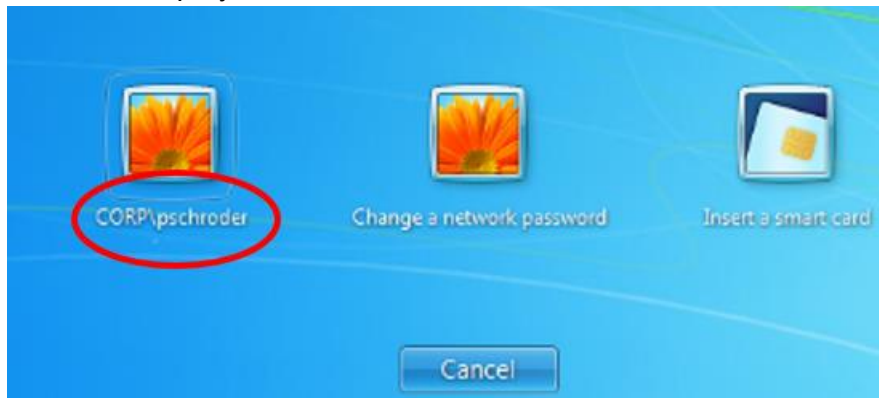
If you would like to proactively change your password before you are required to, you can follow the steps below from an EJ computer.

How to Change Your Password:

1. When the desktop is loaded, hit Ctrl-Alt-Delete. Click “Change a password” when this screen is shown.



2. Click on “Corp\



3. Enter the old and new passwords and Enter.



DON'T FORGET!! You must update the new password in the settings of any devices you use for EJGH. (Phones, iPads, etc.) It is best to do this immediately after changing your password to avoid potential lock outs.