Changing Your Citrix Password using the Citrix Web Site

From time to time you may want to or be required to change your DOT domain password. Below are the procedures for doing this.

Password Requirements

Your new password must meet the following requirements:

- Does not contain all or part of the user's name
- ➢ Must be at least six characters in length
- > Contains characters from three of the following four categories:
 - Upper case characters (A..Z)
 - Lower case characters (a..z)
 - Numbers
 - Other non-alphanumeric characters (For example, !\$#,%)

Note: The BSIP password requires lower case letters, at least one number, and at least one non-alphanumeric character.

Changing Password Voluntarily

- 1) Login to the main Citrix web site page using your user ID and Citrix password
- 2) Click the Change Password link.

| Applications | |
|---|----------------------|
| Main | Select view: Icons 💌 |
| NCDOT BSIP | |
| Hint: Unable to find the published resource you require? Use Search to locate it for you. | 8 |
| | Danne Password |

3) The Change Password screen will appear. Enter your old password and your new password twice in fields provided and click OK.

| Change Password | | | | |
|--------------------------------|-----------------------------|-----------------------------|-------|--|
| Consult your help desk or corp | orate policy to learn about | your company's password gui | delin | |
| Old password: | Ī | | | |
| New password: | | | | |
| Confirm password: | | | | |

4) The Applications screen should appear (see Step 2 above).

Mandatory Password Change

Periodically, your Citrix password will expire. You will be given notification of this and the opportunity to change it if you launch an application when your password is within 15 days of expiring. Should your password expire, you will be forced to change it when you first login to the Citrix web site. In this case, after you enter your login information and click Login at the main page, you will be taken to the Change Password screen (see Step 3 above).