Password Reset Guide

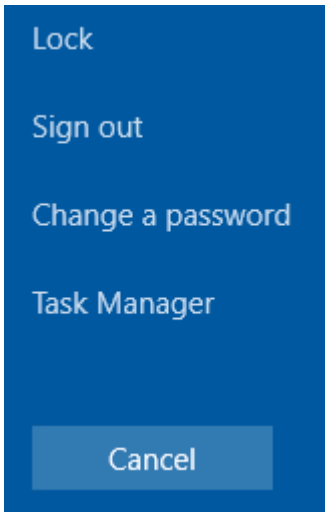
Please note, that the password change is system wide, when making a change to your password the new details will need to be entered into any devices using this account.

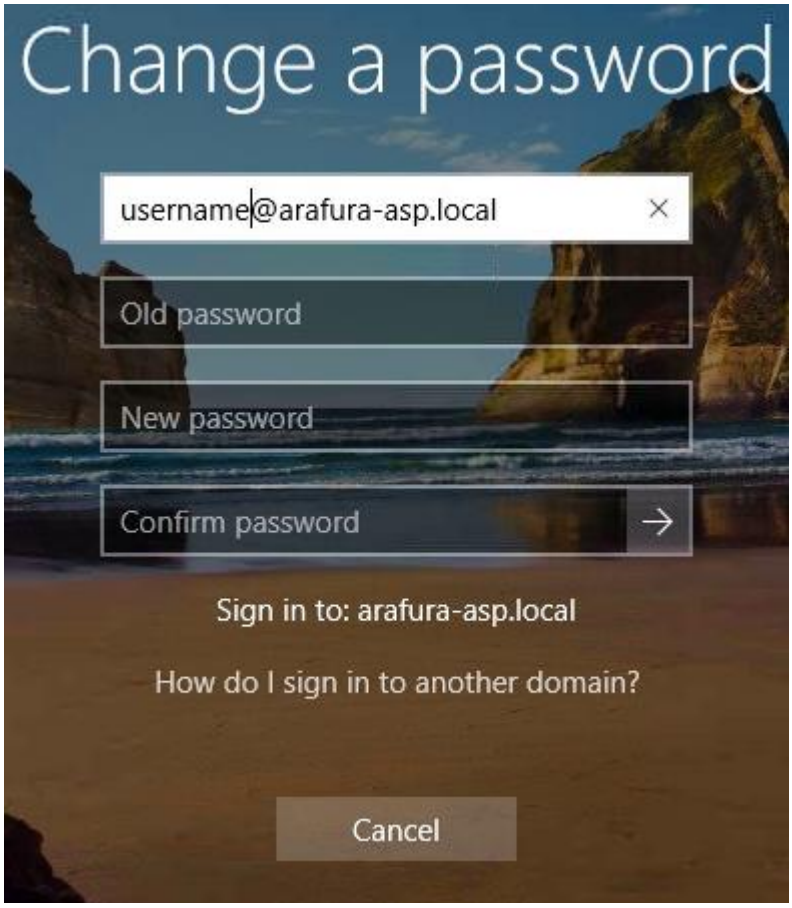
Log onto the server using your current Account Credentials

Once logged into the server you can press **CTRL + ALT + END** in your Remote Desktop (RDP) session, this will open the Windows Security dialog.

This shortcut is the same as **CTRL + ALT + DEL,** but works in the RDP window only.

Select **Change a password**





Enter your **Current Password**

Enter your **New Password** twice, when completed hit **Enter**

(Ensure your password is complex and not a dictionary word) Great examples are sentences such as MyDogsName is Woof!

You will be prompted to change/update the password on all your devices that are using this account.

Changing Password using the On-Screen Keyboard

If you are connected to a Remote Desktop through an RDP session you will not be able to use the **CTRL + ALT + END** to change your password. In this case you can use the built-in **Windows On-Screen Keyboard** to change the password.

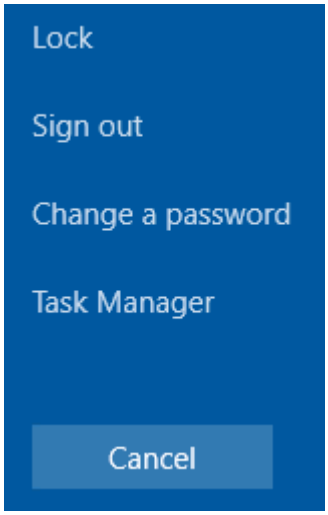
Run the **On-Screen Keyboard,** in the **Start** menu

Type **osk**

You will see the **On-Screen Keyboard**

Press **CTRL + ALT** on your physical keyboard, then press the **DEL** button on the **On-Screen Keyboard**

The **CTRL+ALT+DEL** key combination will be sent to the RDP session and this will open the Windows Security dialog.



Select **Change a password**

Enter your **Current Password**

Enter your **New Password** twice, when completed hit **Enter**

(Ensure your password is complex and not a dictionary word) Great examples are sentences such as MyDogsName is Woof!

You will be prompted to change/update the password on all your devices that are using this account.

For any further details or technical support contact Territory Technology Solutions on 08 8944 2222 or admin@techsolutions.com.au