Guide – Change Password

Change your password before expiration

When you are logged onto our server, you may change your password, before it expires, (they expire after 3 months), by pressing the following:

CTRL + ALT + END (WINDOWS) or

FN + CTRL + ALT + (MAC):

Click *Change a password*

![Windows Server 2012 R2](image)

Enter the following:

- **Domain\User name:** dstfse\Project-user
- **Current:** Old/current password
- **New password:** At least 8 characters, at least one capital letter + numbers and or special characters History (You cannot use a password you have used the last 10 times)
- **Confirm password:** Repeat the new password

Click *Submit*
Click **OK**
Change password after expiration

When your password has expired, (they expire after 3 months) you may change the password selecting Change Password at remote.dst.dk

The following screen appears:

Enter the following:

- **Domain\User name:** dstfse\<Project-user>
- **Current password:** Old/current password
- **New password:** at least 8 characters, at least one capital letter + numbers and or special characters
- **Confirm new password:** Repeat the new password

Click Submit
The following screen appears:

Please note the text: *Your password has been successfully changed*

Close the tab in your browser, and log in to your server using the new password.