



How To Change Your Network Password Remotely

Explanation:

Since we have many users who have GoTriangle Laptops, It is not always easy to come into the office and change your Network Password. The following will show you two ways to successfully change your Network Password, Remotely. When you are outside the office, simply clicking CTRL-ALT-DEL from the laptop will **only change the password on the laptop, not the Network**.

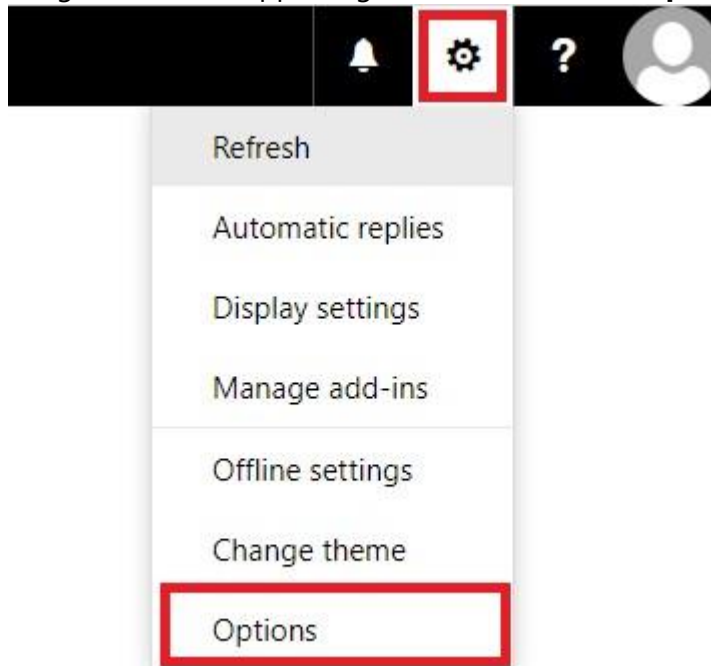
Instructions:

If you have a GoTriangle Laptop:

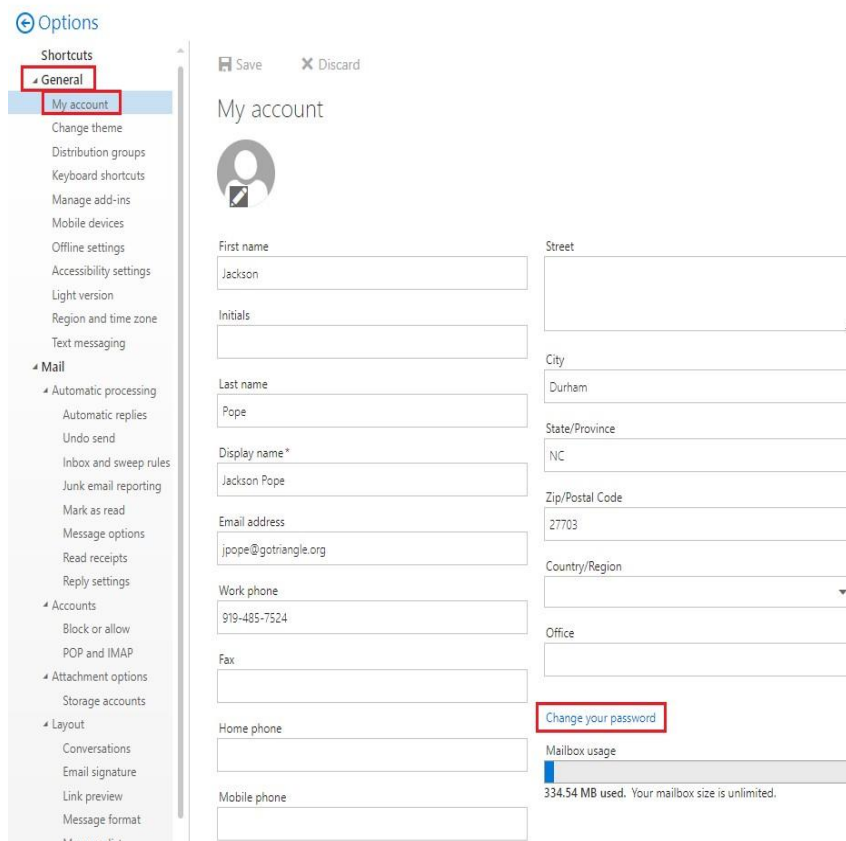
1. First, if you are in a GoTriangle office, there is nothing special you need to do, except to change your Password **before** to the **90-day expiration date**.
2. For those using a GoTriangle laptop, sign out of VPN and close out of Outlook and open **OWA (Outlook Web Access)** from your desktop icon. Or navigate to <https://owa.ridetta.org/owa>.
3. Type your username and password. Make sure you type **tta\user name**.

A screenshot of the Outlook Web Access (OWA) login page. At the top left is the Outlook logo, which consists of a blue square with a white envelope icon and the word "Outlook" in blue. Below the logo are two input fields. The first is labeled "Domain\user name:" and contains the text "tta\user name". The second is labeled "Password:" and is empty. At the bottom left, there is a "sign in" button with a right-pointing arrow icon.

- Once you login, you may see a message telling you to change your password. If not, click the settings icon in the Upper-Right corner, and select **Options**.



- Navigate to **General > My account > Change your password**



6. Enter in your old password, and then enter in your new password twice, Click Save.
7. Log into **Cisco Secure Client**. You should see a message that pops up in the lower right corner that reads **"Windows needs your current credentials."**
8. Now **Lock then Unlock** the Laptop with the new password by clicking CTRL-ALT-DEL and selecting Lock.
9. Next, sign right back in with the updated Network Password.

Note:

Please remember to update your Network Password on ALL Jabber Applications, as well as email on your Mobile devices by Signing-Out then Signing-In.