



Instructional Communication and Information Technology

April 3rd, 2020 Change Password while Working Remotely

OVERVIEW

This guide will help you change your password while working remotely. There are a few additional steps to take when remote to ensure it goes smoothly.

Step 1: Go to https://password.uww.edu from your internet browser.

Step 2: Click the "Log In" button and sign on with your Net-ID and password.



Step 3: Click on the "Change My Password" button and then follow the prompts to change your password.



Step 4: Connect to VPN, if not already connected.

- **Step 5:** Lock the computer screen:
 - For Windows: hold down the ctrl + alt + delete keys, select 'lock'.
 - For Mac: Click on the apple menu and choose "Sleep".

Step 6: Unlock the screen by typing in the new password.

For any questions, please contact the Help Desk.



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