

Changing Your Citrix Password using the Citrix Web Site

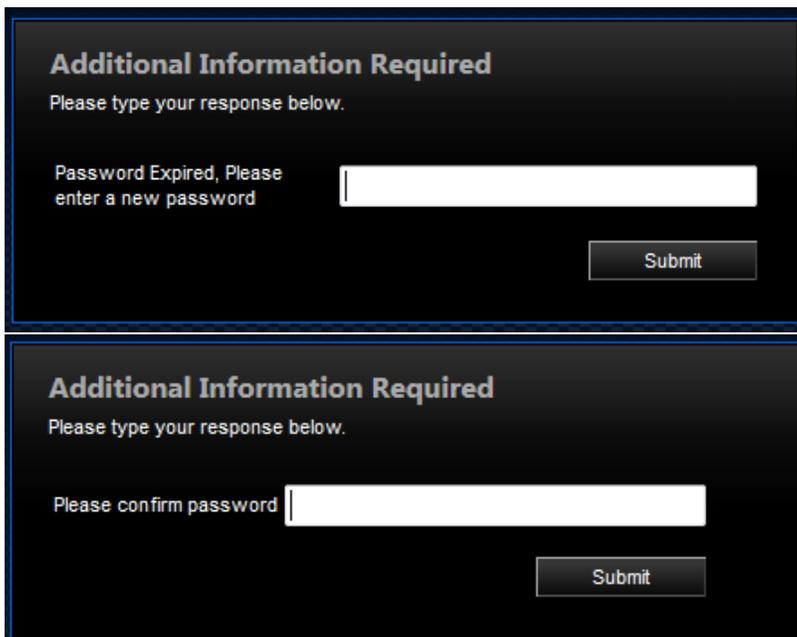
From time to time you may want to or be required to change your DOT domain password. Below are the procedures for doing this.

Password Requirements:

1. At least 7 characters in length
2. Contain no personal information (Part of your name, social security number, birthday)
3. Must contain three of the following four* things (*see note below):
 - a. Lower Case Letters
 - b. Upper Case Letters
 - c. Numbers
 - d. Other Characters (!@#%\ etc)
 - e. For example: rsLm36123q , UJPbeVm! , etc.
4. Must not be a password you have used before

***NOTE: Your second password for SAP requires: lower case letters, at least one number, and at least one non-alphanumeric character (!@#\$% etc). If you want your two passwords the same you should meet this stronger requirement for your Citrix Password**

Required Citrix Password Changes:



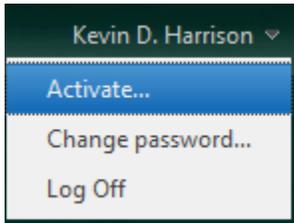
The image shows two screenshots of a Citrix password change interface. Both screenshots have a dark background with white text and a blue border.

The top screenshot is titled "Additional Information Required" and contains the text "Please type your response below." Below this, it says "Password Expired, Please enter a new password" followed by a white text input field. A "Submit" button is located at the bottom right of the form.

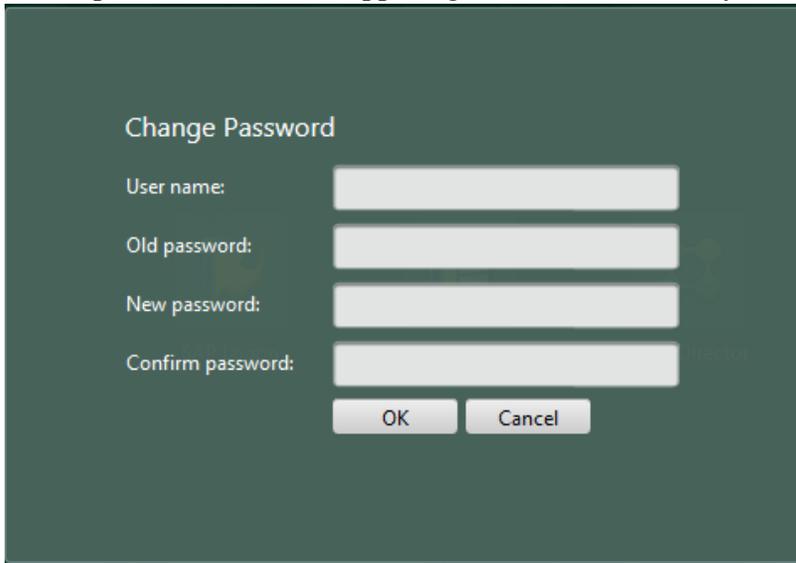
The bottom screenshot is also titled "Additional Information Required" and contains the text "Please type your response below." Below this, it says "Please confirm password" followed by a white text input field. A "Submit" button is located at the bottom right of the form.

If you succeed, it will log you in automatically with the new password. **If it fails (because you entered an invalid new password or did not enter matching passwords) then you will be kicked back out to the login screen where you must log in again with your current password to make another attempt.**

Optional Citrix Password Changes:



You can manually select to change your password once logged in. You can do this under the dropdown menu in the upper right hand corner once you're logged in.

A screenshot of a "Change Password" dialog box. The title "Change Password" is at the top. Below the title are four input fields: "User name:", "Old password:", "New password:", and "Confirm password:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Access additional Citrix information at: <http://www.ncbussafety.org/BSIPconnection.html>