



CHANGING YOUR VDESKONLINE PASSWORD

INTRODUCTION: This guide will show you how to change your vDeskOnline password.

SYSTEM REQUIREMENTS: NA

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- Whilst you can change your password on any device that runs vDeskOnline, we highly recommend you complete this on a desktop / laptop device for ease.
- It is highly advisable you enter a strong password. This should be a mixture of letters, numbers, and special characters. Please note, windows may not let you change the password if it is considered too weak

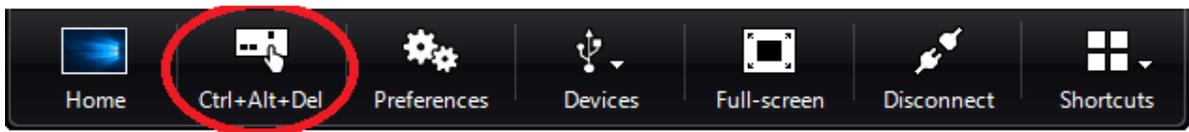
STEP ONE

When signed in to vDeskOnline click the options dropdown button



STEP TWO

Select Ctrl+Alt+Del



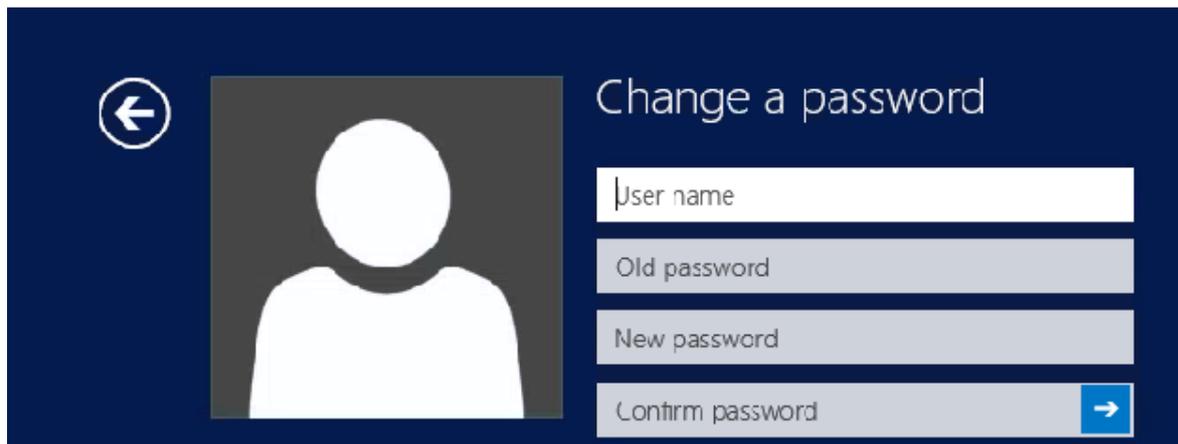
STEP THREE

Select Change a password



STEP FOUR

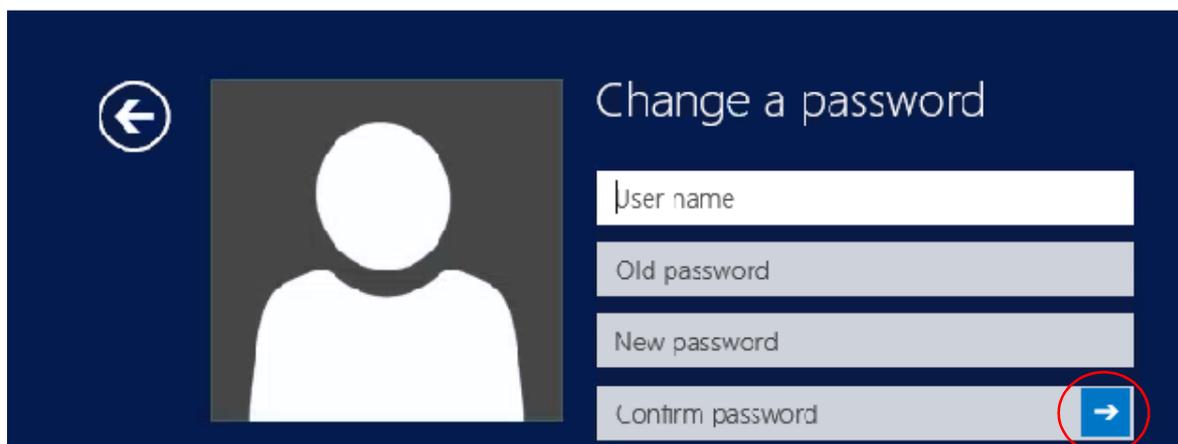
Enter your username (if it hasn't automatically filled this out for you), your old password, and your new password in the correct fields



The screenshot shows a dark blue interface for changing a password. On the left, there is a white left-pointing arrow icon and a white silhouette of a person's head and shoulders. To the right, the text 'Change a password' is displayed. Below this, there are four input fields: 'User name', 'Old password', 'New password', and 'Confirm password'. A blue button with a white right-pointing arrow is located at the end of the 'Confirm password' field.

STEP FIVE

Click on the Submit button



This screenshot is identical to the one in Step Four, but the blue submit button with the white right-pointing arrow is circled in red to indicate it should be clicked.