



April 3rd, 2020

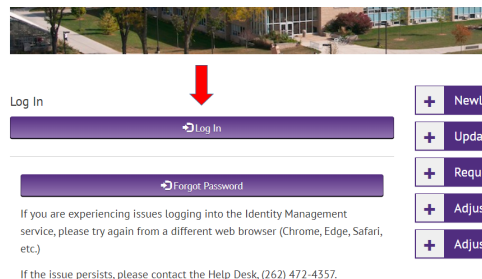
# Change Password while Working Remotely

## OVERVIEW

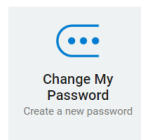
This guide will help you change your password while working remotely. There are a few additional steps to take when remote to ensure it goes smoothly.

**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.



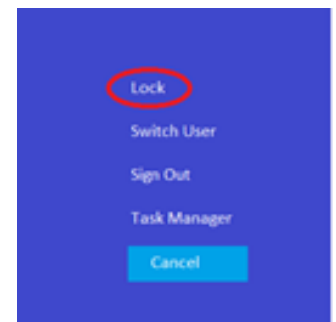
**Step 3:** Click on the "Change My Password" button and then follow the prompts to change your password.



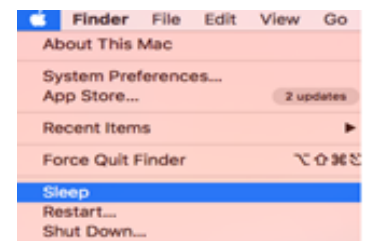
**Step 4:** Connect to [VPN](#), if not already connected.

**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](#).