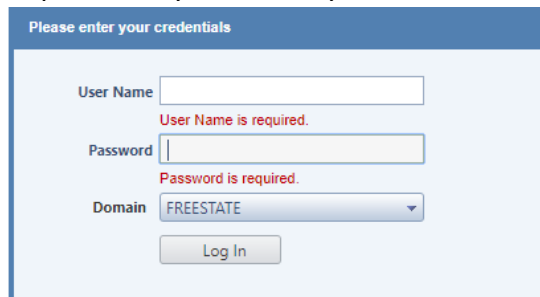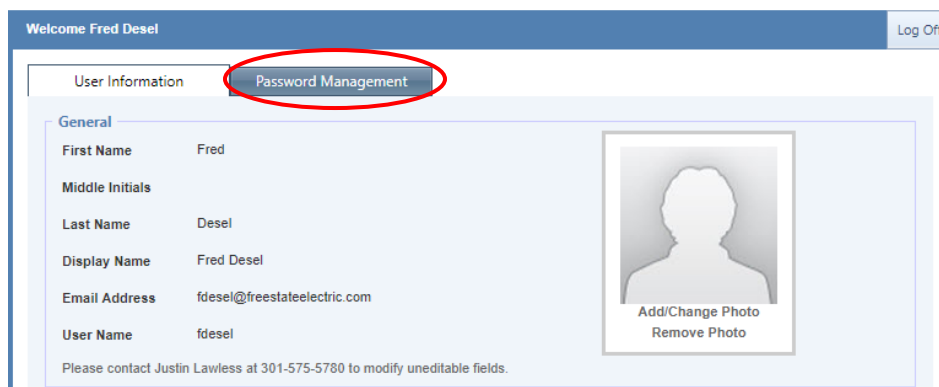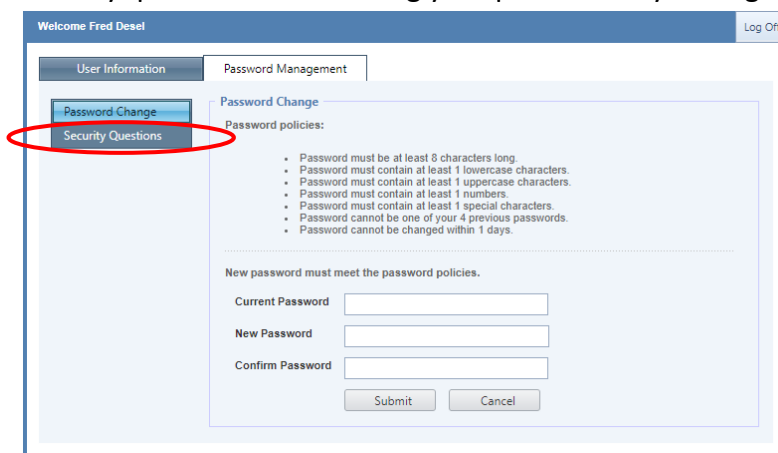# Password Change Guide

- If you receive an email that your password is about to expire you want to change it before it completely expires.
- When changing your password on your phone through the Password Site or on your laptop the change will not be reflected until you are connected to our domain (VPN or at an office).
    - If you are not connected to the domain when changing it your old password will still be what you use.
    - In order to reset this login to your computer with the old password → connect your computer to the VPN → lock the computer → log back in using the new password you had set.
- You are going to want to go to our password management site (You can do this on your phone)
    - https://lvad.freestateelectric.com/DirectoryUpdate
- Here you will login with the same password you use for your email and computer login
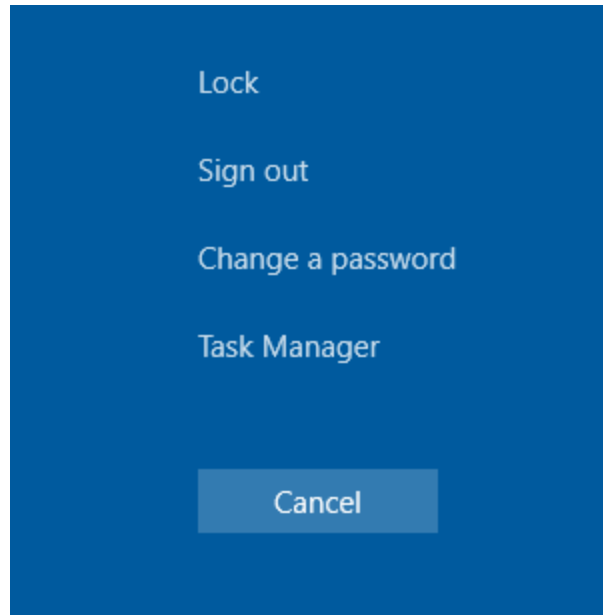

- From here you will see your main page that lists your contact info. You want to click the **Password Management** tab at the top of the page

- Once you are on the Password Management page you can simply enter your current password, enter your new password, and then confirm it and it will be changed
- You can also set your security questions for resetting your password if you forget it here

- If you are connected to the VPN or plugged into the network you can also easily change your password using **Ctrl+Alt+Delete** and hitting change password

Lock

Sign out

Change a password

Task Manager

Cancel

- You will then be prompted to type in the old password →the new password → then confirm the new password
- This will only work if you are connected to our domain. (VPN or at an office)
- Since this is the password you use to login to the VPN, Email, Computer, and other resources you are going to need to change it in multiple places once you are done.