

EOHHS-Information Technology Executive Office of Health and Human Services

User Guide Library Series



Teleworking: Updating Windows Password



Summary:	The following instructions describes the various ways a to update a Windows login password when used with a teleworking laptop.		
Content:	Changing Upcoming Expiring Passwords		
	 <u>Change Password: Notification without VPN</u> 		
	 <u>Change Password: VPN Notification</u> 		
	 <u>Change Password: OWA Notification</u> 		
	<u>Addressing Expired Passwords</u>		

Changing Upcoming Expiring Passwords:

Change Password: Notification without VPN

Step 1:	Without being logged onto VPN, an exp	viration notification is displayed.
Step 2:	Press the keys: CTRL-ALT-DEL	
	Click Change a Password	Lock
	Users will be redirected to	Switch user
	the O365 portal webpage.	Sign out
		Change a password
		Task Manager
		Cancel



As of 6/15/20

Step 3:	In the User Profile or settings, click Change Password.		
	Profile Appleseed, Jonathan B. (EHS) Email: Jonathan B.Appleseed@mass.gov Alternate email: EHS	User (Review terms of use Sign out everywhere	Settings × Delve Feature settings Themes ↓ Password Change your password → Contact preferences Update contact preferences →
Step 4:	Click the green submit button.		
Step 5:	Immediately update passwords on any other Neglecting this step may lock users out of the state services on other devices push request	eir Windows account as	related state apps and



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Change Password: VPN Notification

Step 1:	After logging onto VPN, an expiration notification is displayed.		
	Windows 7	Windows 10	
	Consider changing your password Your password will expire in 14 days. To change your password, press CTRL+ALT+DELETE and then click "Change a password".	Consider changing your password Your password will expire tomorrow. To change your password, press CTRL +ALT+DELETE and then click "Change a password". Windows logon reminder	
Step 2:	Press the keys: CTRL-ALT-DEL		
	Click Change a password.	Lock Switch user	
		Sign out Change a password	
		Task Manager	
		Cancel	
Step 3	Complete the		
	Change a password form. Click Sign in to: EHS.	8	
	Ch		
		New password Confirm password Sign in to EHS	
		How do I sign in to another domain? Cancel	
Step 4:	Immediately update passwords on any o	ther devices using state applications and services.	
	Neglecting this step may lock users out or state services on other devices push requ	f their Windows account as related state apps and Juests to verify the expired password.	



Change Password: OWA Notification

Cutlook Web App Mail > Inbox 0 Items ▲ Favorites ▲ Inbox ▲ Unread Mail ▲ Sent Items ▲ Mike Smith ▲ Inbox ▲ Drafts	New - Delete Search Entire		ange it now? Yes No
 Favorites Inbox Unread Mail Sent Items Mike Smith Inbox 	New - Delete Search Entire	→ Move → Filter → View →	
 Inbox Unread Mail Sent Items Mike Smith Inbox 	New - Delete Search Entire	→ Move → Filter → View →	
 Unread Mail Sent Items Mike Smith Inbox 	Search Entire I		C
 Mike Smith Inbox 		Mailbox	
			₽ - ¥
 Sent Items Deleted Items Iwak 5 Mail 	Conversations by Date Very Newest on Top There are no items to show in this view.		170
change password form.		Outlook Week	
	Click the orange Submit	Complete the change password form. Click the orange Submit button. Immediately update passwords on Neglecting this step may lock users	Complete the change password form. Click the orange Submit button.



Addressing Already Expired Passwords:

Step 1:	In a web browser, log onto Outlook Web Access (OWA): <u>https://email.state.ma.us/owa</u> .		
	NOTE : If Steps 1–2 do not work, got to Step 4.		
Step 2:	Complete the change password form. Click the orange Submit button. Outlook Web App. $Vu pasword has expired and you need to change it before you sign in to collook Web App. Outpassword has expired and you need to change it before you sign in to collook Web App. Outpassword has expired and you need to change it before you sign in to collook Web App. Outpassword has expired and you need to change it before you sign in to collook Web App. Outpassword has expired and you need to change it before you sign in to collook Web App. Outpassword has expired and you need to change it before you sign in to collook Web App. Outpassword has expired and you need to change it before you sign in to collook Web App. Outpassword has expired and you need to change it before you sign in to collook Web App. Outpassword has expired and you need to change it before you sign in to collook Web App. Outpassword has expired and you need to change it before you sign in to collook Web App. Outpassword has expired and you need to change it before you sign in to collook Web App. Outpassword has expired and you need to change it before you have $		
Step 3:	Immediately update passwords on any other devices using state applications and services. Neglecting this step may lock users out of their Windows account as related state apps and state services on other devices push requests to verify the expired password.		
Step 4:	If Steps 1–2 do not work, contact: EOHHS-IT Service and Support Center (SSC) Proudly Servicing EOHHS Email Online IT Self-Service Form (CA)		