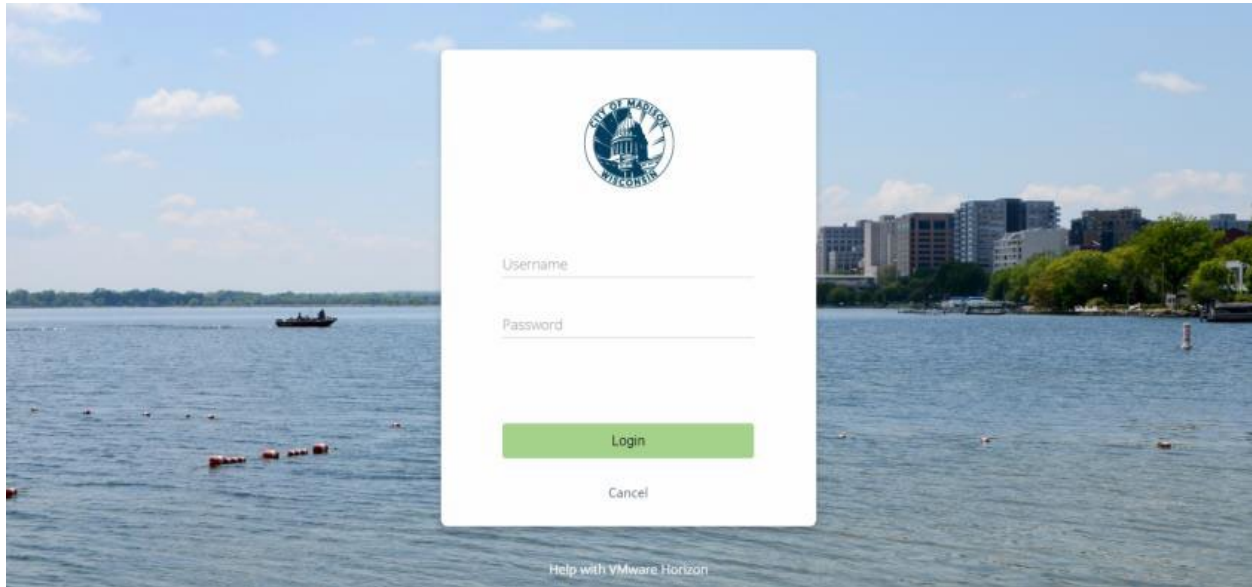
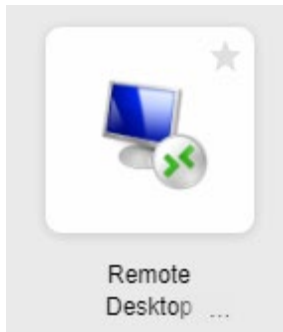


# Changing Network Password on RDS

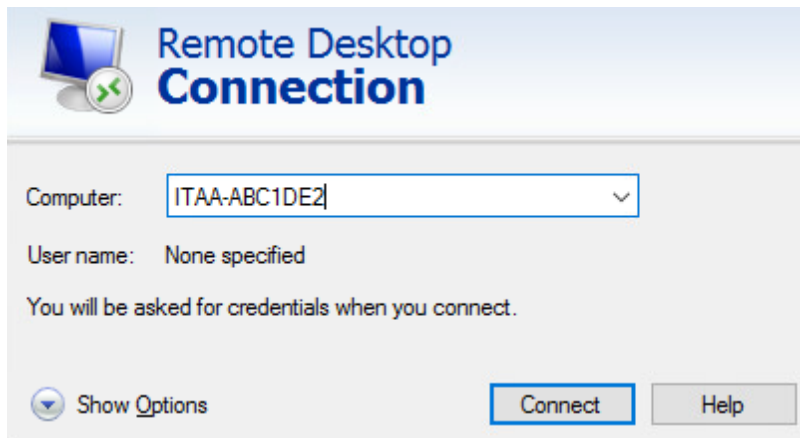
1. Connect your computer to the Internet. You do **not** need to be connected to VPN to use this.
2. Go to <https://remote.cityofmadison.com>
3. Log in with your network username and password.



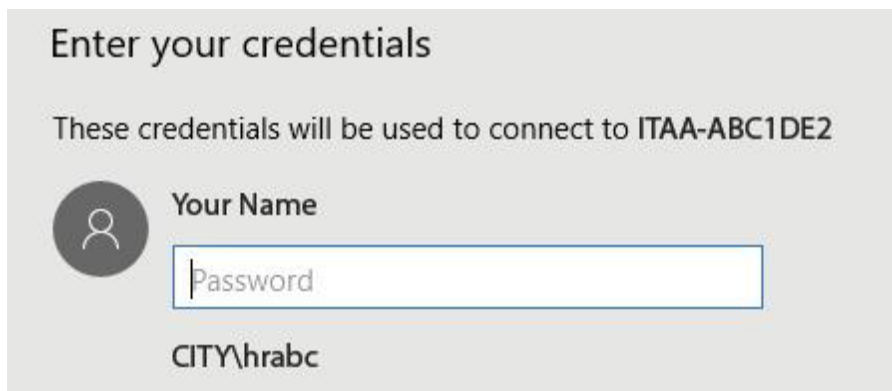
4. Click on “Remote Desktop Connection”.



5. Enter your work computer’s ID number. **You will need to get this when preparing to work remotely.**



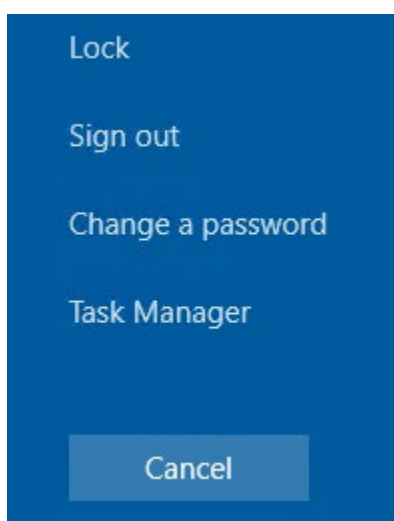
6. Enter your network password again.



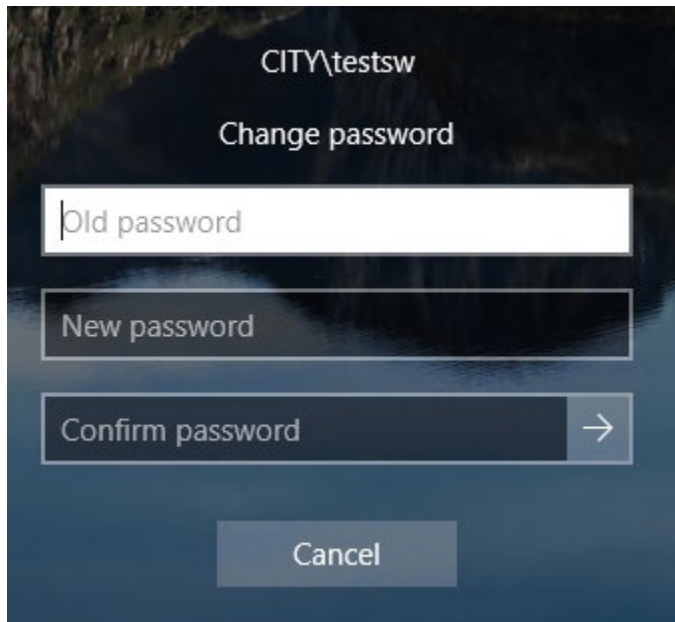
7. Once connected, you will be logged in to your work computer.

8. Press **Ctrl+Alt+End** on your keyboard to bring up the system menu.

9. Click on “**Change a password**”

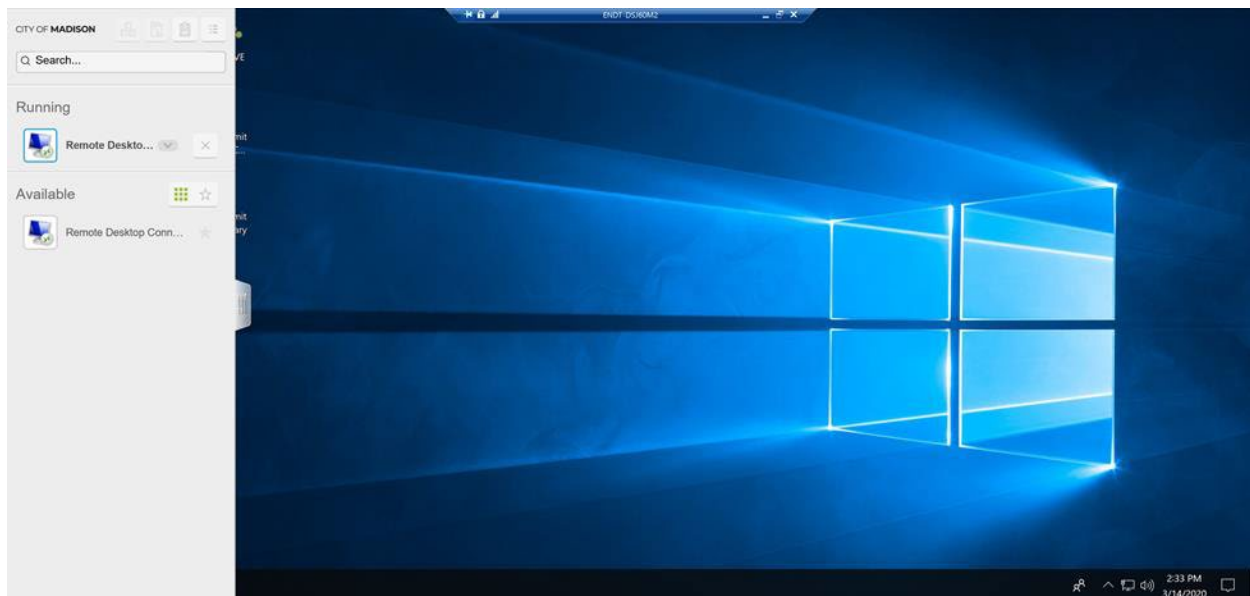


10. Enter your current password in the top box, and your desired new password in both the middle and lower boxes, then click the arrow or press **Enter**.

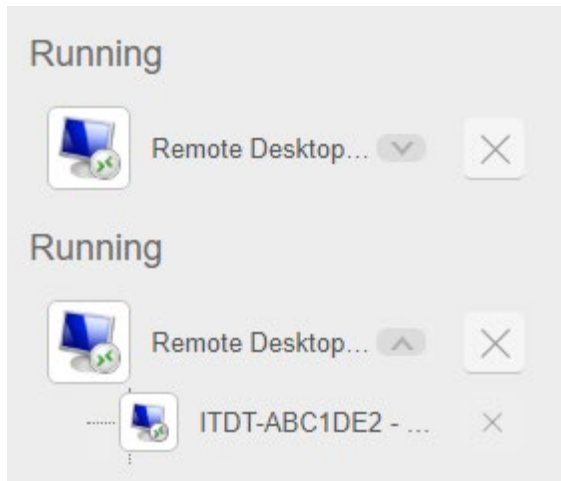


11. You will see a message indicating whether the password change succeeded or failed. Once it has succeeded, click **OK** to be taken back to your remote desktop session.

12. Click the button on the left side of your screen to expand the sidebar panel.



13. Click the down arrow icon next to **“Remote Desktop”**. Click the X next to your computer ID number. Click **“OK”** if prompted.



14. Expand the sidebar menu, then click **“Log out”**.

