Changing Network Password on VPN

You will first need to connect your computer to the City VPN.

Please note that you will need to get VPN configured on your computer before using this tool. If you need VPN configured on your laptop or tablet, please contact the HelpDesk.

There are two methods for connecting to VPN: via a webpage, or using the VPN client application. Only one method needs to be used.

Regardless of the method used, you may need to contact the HelpDesk if your password has already expired. They will provide you with a temporary password that will allow you to connect to the City VPN and subsequently change it to a value you desire.
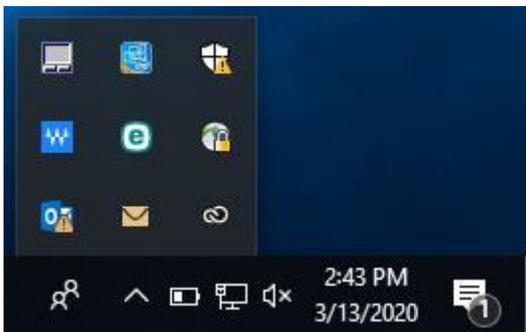
Option A: Connect via Website

1. Connect your computer to the Internet.

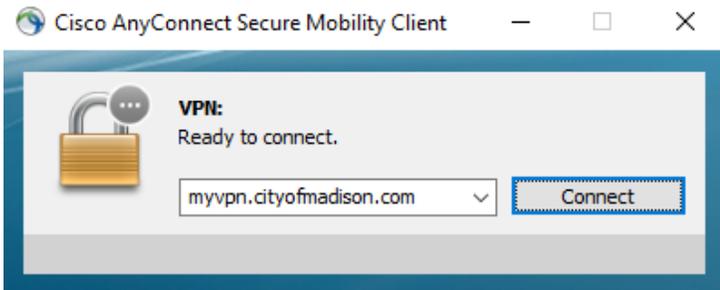2. Go to myvpn.cityofmadison.com using Internet Explorer.
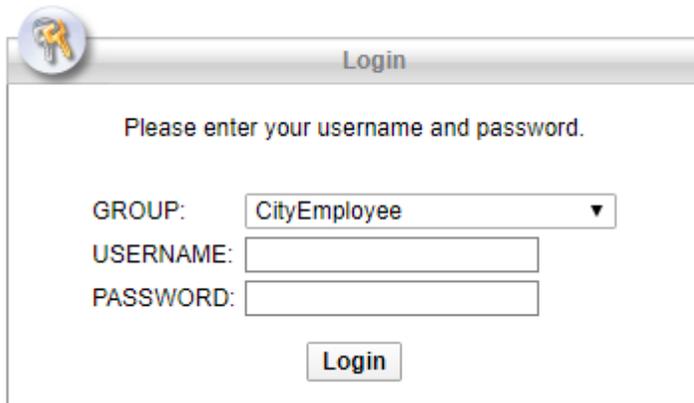
3. Choose the **CityEmployee** group. Enter your **network username and password**, and click "**Login**".

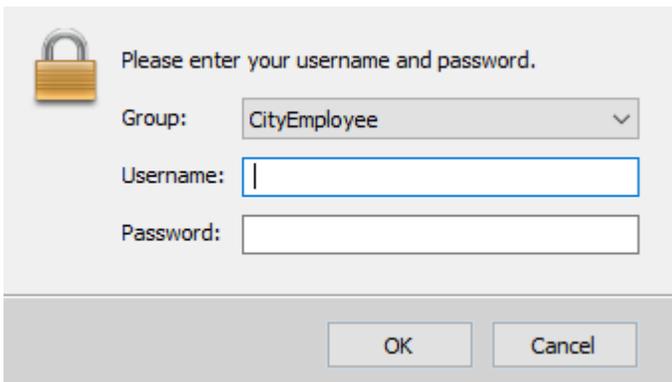4. When you have connected successfully, you will receive a message saying "Connection Established".

You should also see a padlock icon in the system tray in the lower right corner of your screen. You may need to click on the arrow in the system tray to see this icon.

Option B: Connect via Cisco AnyConnect Client

1. Connect your computer to the Internet.

2. Open the "Cisco AnyConnect Secure Mobility Client" application on your computer. You can find the application from your Start menu or in your system tray.

3. If it is not already there, enter myvpn.cityofmadison.com and click "**Connect**".

4. Choose the **CityEmployee** group. Enter your **network username and password**, and click "**OK**".


5. Click OK at the following prompt.
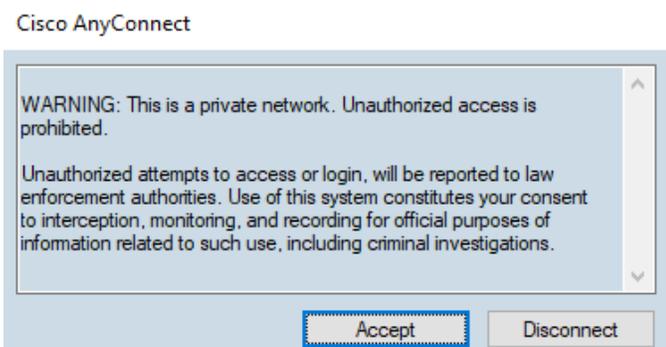
6. When you have connected successfully, you will see a padlock icon in the system tray in the lower right corner of your screen. You may need to click on the arrow in the system tray.
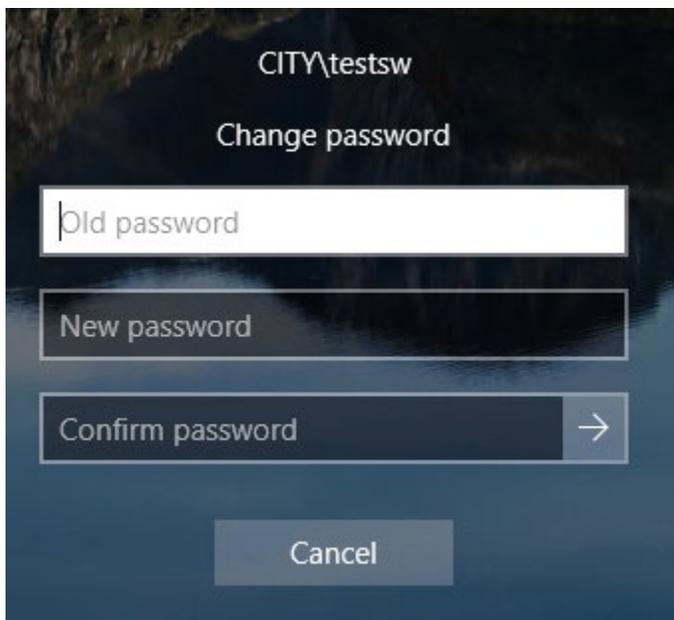
Once you have successfully connected your computer to the City VPN

1. Press Ctrl+Alt+Del on your keyboard to bring up the system menu

2. Select **"Change a password"**
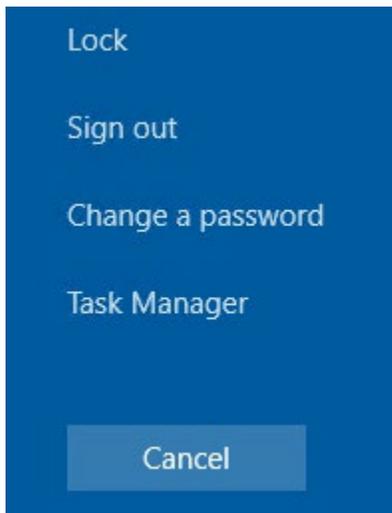
3. Enter your current password (or temporary password provided by the Help Desk) in the top box, and your desired new password in both the middle and lower boxes, then click the arrow or press **Enter**.

4. 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.