1. You need to connect to your VPN. (If you are in the office, please go directly to Step 4)

## 2. Start Dell SonicWall NetExtender

NetExtender	-		×
Server: vpn.trcastaff.ca.4433 * Username: kevvy.weng Password: Domain: trca.local  ** Connect Save user name only if server allows *			
2 / 0	© :	2018 SonicW	all Inc.

3. Log into Dell SonicWall NetExtender with your password. (A verification code is send to your email address and you have to input that to get connected)

ONICW	ALL	etExtender						
				User: kevv	y.weng	Connected	d: O Days O	0:00
	Status	Routes	DNS	-	-			
		Server:	vpn.trcastaf	f.ca:4433				
	c	lient IP:	10.10.32.88					
		Sent:	21.21 KB					
	R	eceived:	10.11 KB					
	Thro	oughput:	280 bytes/Se	ec				
				1	× Disco	onnect		

- 4. Press Ctrl, Alt and Delete at the same time.
- 5. These options would appear
  - a. Lock
  - b. Switch User
  - c. Sign out
  - d. Change a password
  - e. Task Manager
- 6. Choose the Change a password option, you would be asked for the following.
  - a. Old password
  - b. New password
  - c. Confirm password
- 7. A final confirmation that you have changed your password successfully will appear.