**USING VDI**1. Login to VDI as usual using either an internet browser or Horizon client

2. a. If using the internet browser press **CTRL + ALT + INSERT**

 b. If using the Horizon client press **CTRL + ALT + END**

3. Click change a password


4. Enter your current password, then enter a new passphrase and re-enter the new passphrase


5. Once the passphrase chosen matches the pre-set conditions, all conditions will be marked green


6. Press the white arrow when completed.
 

7. Log off the VDI system completely and log back in with your new passphrase

**USING A TRUST PC**
1. Login to your PC or your laptop, then log on to AnyConnect VPN

2. After successful log on to VPN, press **CTRL + ALT + DEL**

3. Click change a password
NB: PC must be connected to any trust site or connected via AnyConnect for this to work


4. Enter your current password, then enter a new passphrase and re-enter the new passphrase


5. Once the passphrase chosen matches the pre-set conditions, all conditions will be marked green


6. Press the white arrow when completed.
 

7. a. If working in a Trust site, log off your PC or laptop and log back in with new passphrase
b. If using AnyConnect, allow about 15 mins before disconnecting your VPN session