**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  
Graphical user interface, application

Description automatically generated

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

Description automatically generated

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

Description automatically generated

6. Press the white arrow when completed.  
 Icon

Description automatically generated

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  
Graphical user interface, application

Description automatically generated

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

Description automatically generated

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

Description automatically generated

6. Press the white arrow when completed.  
 Icon

Description automatically generated

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