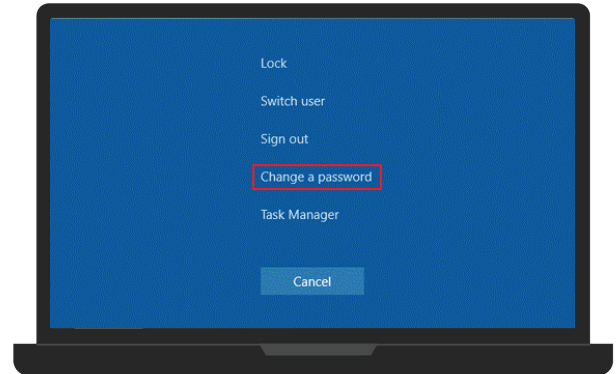
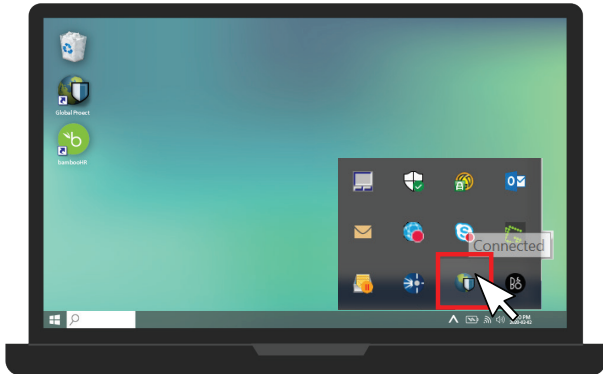


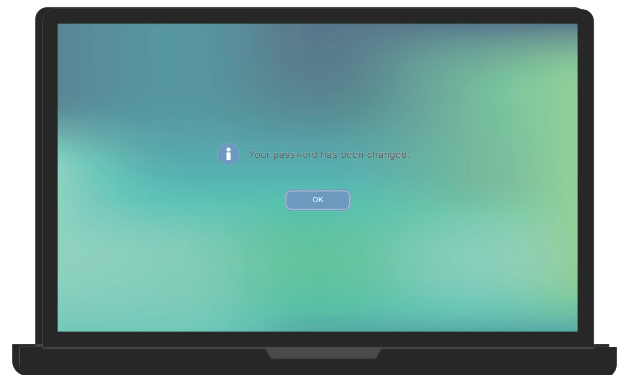
Change password on VPN

Note: the process for changing your password will appear different between Windows 7 and Windows 10, but the steps are the same.



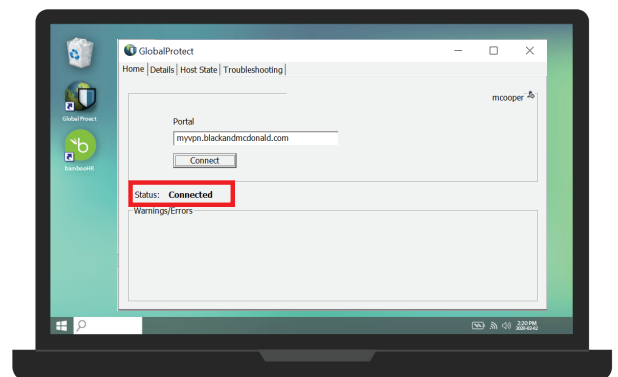
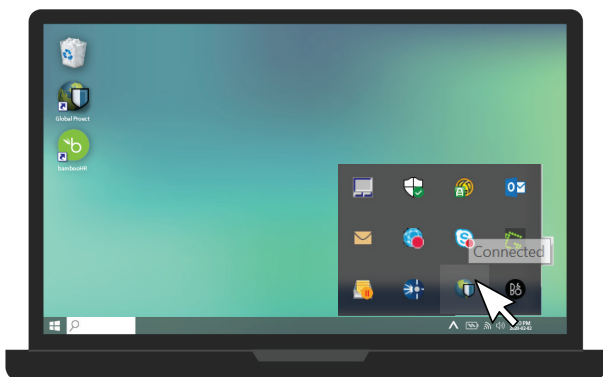
1. Ensure you are connected to the Black & McDonald network by VPN. Expand your system tray and hover over the **Global Protect** icon. It should say **Connected**.

2. Press **ctrl+alt+del** and select **Change a password**.



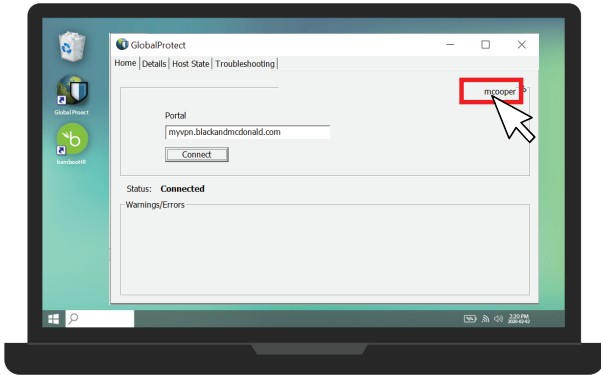
3. You will be prompted to enter your old password (current) and to type your new password twice.

4. Once you see the message that your password has been changed, click OK.

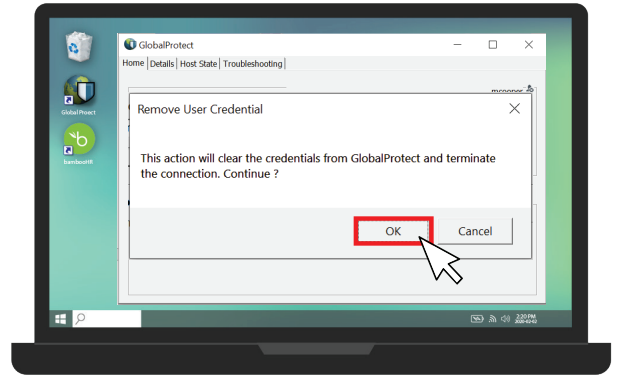


5. Open the VPN client by double clicking on the **Global Protect** icon in your system tray.

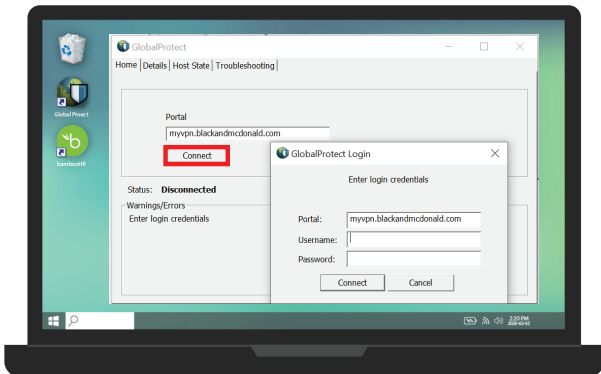
6. You will see your VPN status as connected



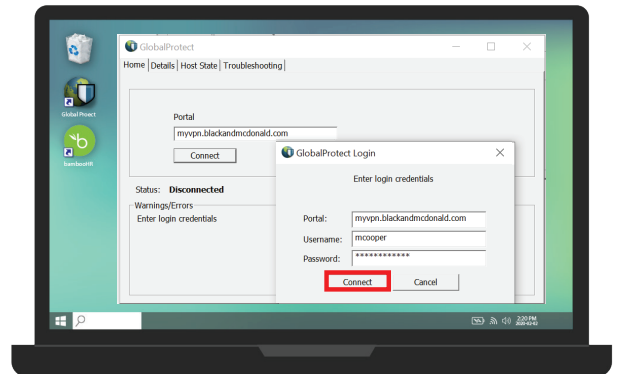
7. Click on your name in the top right corner.



8. Click OK.



9. You will now be disconnected and prompted to enter your new credentials when you reconnect.



10. Enter your username and new password to reconnect to the VPN.

If you have a mobile phone, you MUST now re-enter your new password in your email client.

1. On your phone, close all applications.
2. Open email.
3. You should be prompted to re-enter your password. If not, please try again in 10 minutes.
4. Your email will now synchronize again.

NOTE: If your cell is connected to WiFi at work, you must also reset that.

1. Swipe down from the top of your screen until you see the menu.
2. Press and hold the WiFi icon.
3. Click on the settings icon beside work WiFi.
4. Click Forget at the bottom.
5. Reconnect to work WiFi.

