

GAL Employees: Changing Your Network Password

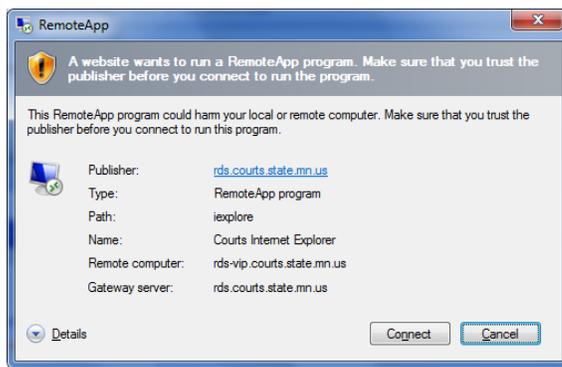
Each GAL Employee will be issued a unique Network Account ID and password by the Courts so they can access the Court's network. Network Accounts are designed to expire every 60 days. GAL employees will need to change the password before the current password expires. The process for changing the password is different depending on whether the GAL employee works from home or in a courthouse or Court office.

Home Office GAL Employees:

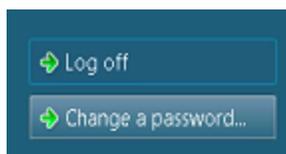
Home office GAL Employees will not be prompted to change their password when they login to their computer or RDS. Instead, GAL employees who work from home will receive an e-mail beginning 14 days before their password expires.

To change the password, the employee must login to RDS before the expiration date. Once logged into RDS:

1. Open any RDS application and click the "Connect" button.



2. Press and hold the following keys: **Ctrl + Alt + End**.
3. Release the keys and click the "change password" link that appears.



4. Follow the prompts to complete the password change.
 - Enter your current password in the "Old password" field.
 - Create a new password and type it in the "New password" field.
 - Re-type the new password in the "Confirm password" field.

- When done, click the white arrow button to complete the password change process.



Note: Passwords must meet the following criteria:

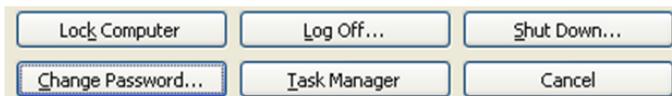
- Passwords must not duplicate any of the last five passwords used.
- Passwords must not contain a network account holder’s first or last name or account user name.
- Valid passwords must contain:
 - At least 8 characters;
 - At least one upper case letter (A-Z);
 - At least one lower case letter (a-z);
 - At least one number (0-9)
 - At least one special character:
 - Special characters include the following: ~!@#\$%^&*()_+={[}];:”<?>/\

Court Office / Courthouse GAL Employees:

GALs who work in a Court office or courthouse will be prompted to reset their Network password when at login, beginning 14 days before the password expires.

To change the password, the employee must login to their office computer before the expiration date. Once logged into the computer:

- Press and hold the Ctrl + Alt + Del keys then choose “change password”.



2. Follow the prompts to complete the password change.



The image shows a standard Windows-style dialog box for changing a password. It has a light beige background. At the top left, there are three labels with corresponding text boxes: 'Old Password:', 'New Password:', and 'Confirm New Password:'. Each label is followed by a white rectangular input field with a thin blue border. At the bottom right of the dialog, there are two buttons: 'OK' and 'Cancel', both with blue borders and light beige backgrounds.

- Enter your current password in the “Old password” field.
- Create a new password and type it in the “New password” field.
- Re-type the new password in the “Confirm password” field.

3. Click OK to complete the password change process.

Or,

1. Wait until the password will expire within 14 days and click “change password” when prompted at the time of login.

Note: Passwords must meet the following criteria:

- Passwords must not duplicate any of the last five passwords used.
- Passwords must not contain a network account holder’s first or last name or account user name.
- Valid passwords must contain:
 - At least 8 characters;
 - At least one upper case letter (A-Z);
 - At least one lower case letter (a-z);
 - At least one number (0-9)
 - At least one special character:
 - Special characters include the following: ~!@#\$%^&*(-)_+={[}];:;”<?>/\