**Purpose:**
This tutorial will help assist Faculty and Staff update their password while remote using the Password Reset Tool.

**Note:** In order to complete this tutorial, you must be using your GSU device and not have an active Virtual Private Network (VPN) connection.

**Step 1**
Once you receive the GSU Password Expiry Notification email that it is time to update your password it is recommended that you do.

**Step 2**
Go to [https://Password.govst.edu](https://Password.govst.edu) and follow the instructions to reset your password online.

**Note:** If you need instructions please see tutorial [Using the Azure Password Reset Tool](#) on the ITS Tutorial Library.

**Step 3**
Sign into the VPN on your GSU Laptop.

**Note:** If you need instructions on how to sign into the VPN, please see the instructions on the ITS Tutorial Library. [VPN for iPad](#), [VPN for MAC](#), [VPN for Windows 10](#)

**Step 4**
Press **CTRL+ALT+Delete**.

**Step 5**
Click **Lock**
Step 6
Enter your new password and log in to update the cache.

Step 7
Update your password on the following:

- Cell phone – Android or IOS
  - Email passwords
  - Wi-Fi passwords will need to be updated once on campus
- Tablets
  - Email Passwords
  - Wi-Fi passwords will need to be updated once on campus
- Web Browser saved passwords
- MAC Keychain App

If you have any questions, please contact the ITS Service Desk.

Contact ITS Service Desk:
- Phone: 708.534.HELP (4357) or ext. 4357
- Email: help@govst.edu
- Online: help.govst.edu