

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> and reset your password online.

Note: If you need instructions please see tutorial [Password Reset for Forgotten or Lost Password](#) 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](#)

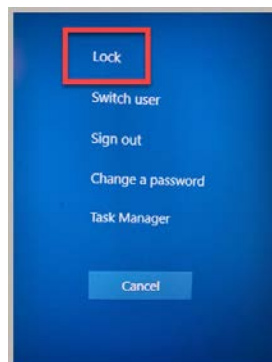
Step 4

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