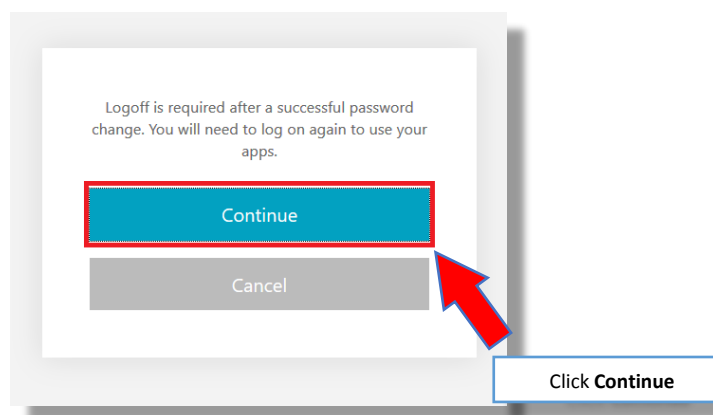
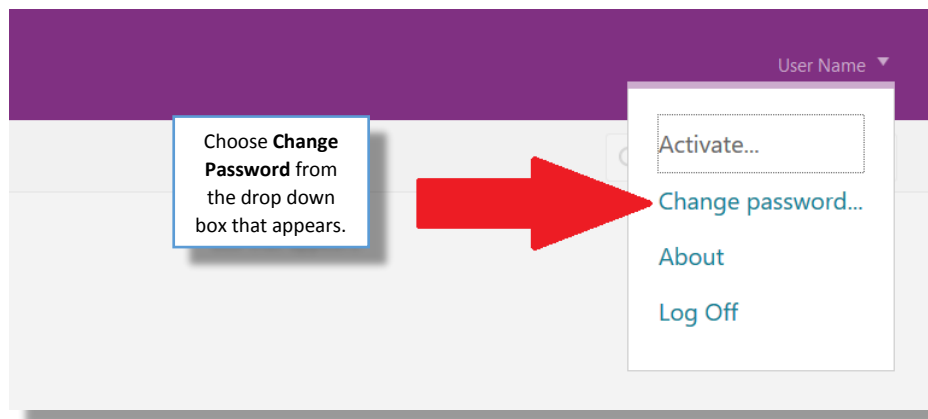
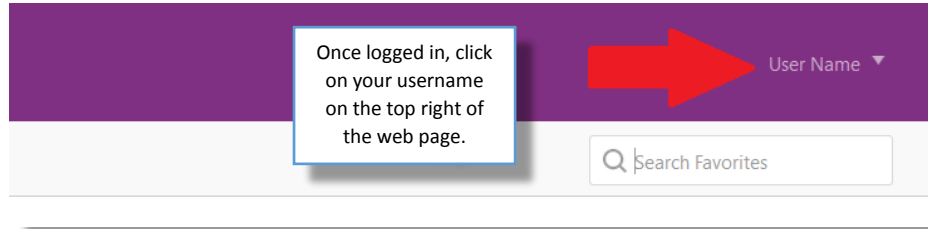


## How to Change Your Citrix Password for Escape



Change Password

User name: escape\username

Old password:

New password:

Confirm password:

OK Cancel

Enter your old password here

Enter your new password here, and here

Then click "OK"

\*[Click Here](#) to view the Password Requirements

✔ Your password has been changed successfully.

OK

Click **OK** to confirm the change and you will then be logged out of Citrix.

## PASSWORD REQUIREMENTS

[Go Back](#)

Please use the following criteria to set up a secure password:

- Needs to be at least 8 characters in length.
- May not contain the user's account name or parts of the user's full name that exceed 2 consecutive characters.
- May not use one of your previous 3 passwords.
- Must contain at least 3 of the following 4 items:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)

\*Please choose a password that you will be able to remember; you will be prompted every 180 days to change it. Since this will give you access to the financial system it is good practice that if you have to write your password down, keep it separate and in a secure place so others do not have access to it. You can only change your password every 24 hours.