How to Change Your Citrix Password for Escape

Once logged in, click on your username on the top right of the web page.

Choose Change Password from the drop down box that appears.

Click Continue
Enter your old password here
Enter your new password here, and here
Then click “OK”

*Click Here to view the Password Requirements

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

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.