



# Off Campus Access Using XP Pro Remote Desktop Connection

## Using the Remote Desktop Connection to Change Your Northwest NT/PC (Email) Password from Off Campus

The easiest way to change your Northwest NT/PC (Email) password from off campus if you have Windows XP Pro is the **Remote Desktop Connection**. Windows XP Home should also have this feature.

The *Remote Desktop Connection* can usually be found in Communications within Accessories on your All Programs menu.

To **access** the Remote Desktop Connection using XP Pro, follow these steps:

1. Click on the **Start** button.
2. Point to **All Programs** on the Start menu.
3. Point to **Accessories** on the All Programs menu.
4. Point to **Communications** on the Accessories menu.
5. Click on **Remote Desktop Connection**.
6. Type **198.209.246.36** in the Remote Desktop Connection dialog box. (See *Figure 1*)
7. Click the **Connect** button.
8. Click **OK** to accept Northwest's Computing Policies.
9. Type your Northwest Username and NT/PC (Email) Password in the log in box.
  - Make sure you are logging in to **NWMSU**. If not, select **NWMSU** from the options listed.

If your password is expired or is about to expire, you may change it, by clicking **OK** when it asks you if you want to change your expired or expiring password.

To **change** your expired or expiring password, where indicated, type a new password and verify that new password. If you want to change your password before it expires, click on **Start**, click on **Settings**, and then click on **Windows Security**.

1. Passwords must meet Homeland Security guidelines, which require three of four criteria to be met:

- Lowercase alphabetic letters
- Numbers
- Uppercase alphabetic letter
- Special character



Below are some examples of special characters that work on the Northwest NT/PC network are:

! (Exclamation)

# (Pound)

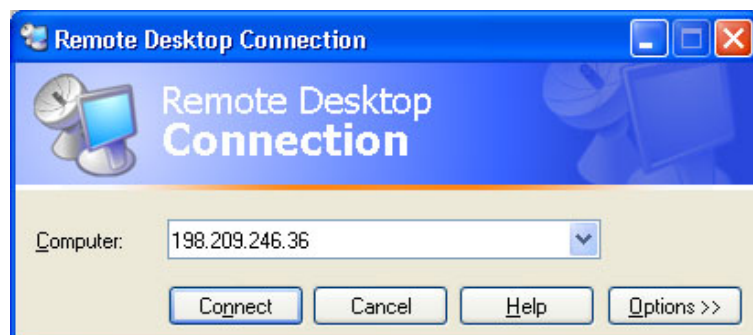
\$ (Dollar)

% (Percent)

2. Password can **not** be something about you that Northwest could have on file about you such as First Name or Social Security Number, etc.

### Need Help?

Contact the *Client Computing—Information Systems Help Desk* at 660-562-1634



**Figure 1. The Remote Desktop Connection.**