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

The easiest way to change your Northwestern 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 Northwestern’s Computing Policies.
9. Type your Northwestern 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 Northwestern NT/PC network are:

- ! (Exclamation)
- # (Pound)
- $ (Dollar)
- % (Percent)

2. Password can not be something about you that Northwestern 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.](image)