Using the VISTA Remote Desktop Connection to Change Your Email Password from Off Campus

The easiest way to change your Northwest NT/PC (Email) password from off campus if you have Windows VISTA or XP Pro is the Remote Desktop Connection. Windows XP Home should also have this feature. The Remote Desktop Connection can usually be found within Accessories.

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

1. Click on Start.
2. Click on All Programs.
3. Point to Accessories.
4. Click on Remote Desktop Connection within Accessories.
5. Type 198.209.246.36 in the Remote Desktop Connection dialog box. (See Figure 2)
6. Click the Options button.
7. On the General tab, type (if not displayed) 198.209.246.36 in the Computer textbox and click Save. (See Figure 3)
8. Next, click the Advanced tab.
9. Click on the drop down arrow beneath Authentication options.
10. Select Always Connect, even if authentication fails. (See Figure 4)
11. Click the Connect button.
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12. The Windows Security window will appear. (See Figure 5)

13. Enter your Northwest email username and password in the Username and Password textboxes beneath Enter your credentials.

14. A window will appear asking if you trust the computer you are connecting to. (See Figure 6)

15. Place a check next to the following options beneath Changes to these options apply for this connection only:
   - Allow access to your local disk drives
   - Allow access to your local clipboard
   - Allow access to supported Plug and Play devices

16. Click the Yes button.

17. Click OK to accept Northwest’s Computing Policies.

18. Type your Northwest username in the Username textbox.

19. Type your Northwest email password in the Password textbox.

   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. When changing your password adhere to the following guidelines for a successful change:

   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

   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 5. The Windows Security Window allows you to log on to the Northwest network. Make sure that you are connecting to 198.209.246.36.

Figure 6. Make sure the Name of the remote computer is 198.209.246.36.

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

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