

Changing your password will change both computer (BLUECC), Outlook and Citrix passwords. Your passwords will be the same. **Assuming your name is John (or Jane) Doe**

Press **Ctrl+Alt+Delete** on keyboard, then click "Change Password"



Your own username would show in the first box. **LEAVE IT**
Log on to would show BLUECC **LEAVE IT**

Your current password = Old Password

Your new password can contain numbers and/or letters. **REMEMBER YOUR NEW PASSWORD!!!**



You will see a confirmation box pop up, click **OK**



You will then be back at the following window.



Click **Cancel** and you are good to go!

If you have login problems after changing your password, you may go to <http://bmcchelpdesk.intermountaintech.org/> and create a helpdesk ticket or you can call the **Helpdesk** at **966-3182** or **1-800-522-8396 Ext. 3182**