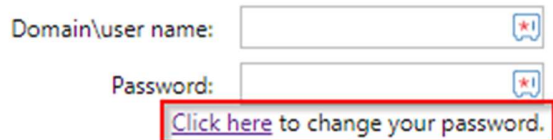


## How to change your password

1. Go to <https://azuregateway.prato.be/RDWeb/>
2. Click on "Click here to change your password"

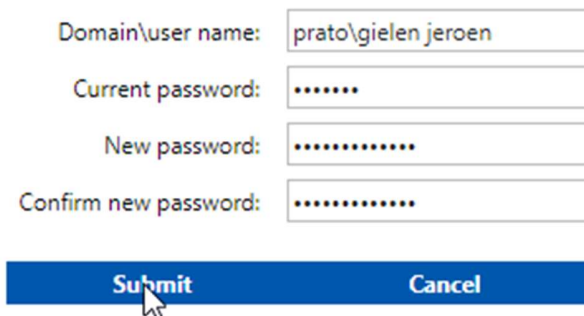


Domain\user name:

Password:

[Click here to change your password.](#)

3. Fill in your current credentials and chose a new password and click on "Submit"



Domain\user name:

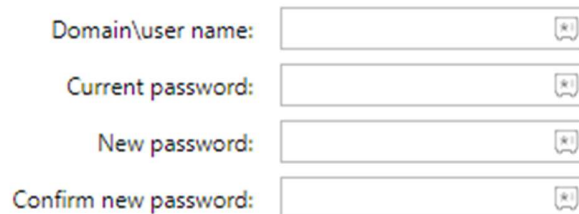
Current password:

New password:

Confirm new password:

**Submit** **Cancel**

4. If successfully changed following screen will appear:



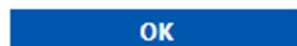
Domain\user name:

Current password:

New password:

Confirm new password:

Your password has been successfully changed.



**OK**

Note:

The passwords must meet the following requirements:

1. Minimum password length: 8
2. Numbers of passwords remembered: 12
3. Password must meet complexity
  - a. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
  - b. Contain characters from three of the following four categories:
    - i. English uppercase characters (A through Z)
    - ii. English lowercase characters (a through z)
    - iii. Base 10 digits (0 through 9)
    - iv. Non—alphabetic characters (for example, !, \$, #, %)