

# How to Change your Password

There are 2 methods of changing your password at UTMB when you know your current password

## **Method 1:** Windows Password Change Utility

1. On a PC that you are currently logged on, Press ctrl-alt-delete and select Change Password



Figure 1

2. Enter your current password in the 'Old Password' textbox
3. Enter your new password in the 'New Password' textbox
4. Confirm your new password by entering it in the 'Confirm New Password' textbox



Figure 2

5. Click the 'OK' button
6. You should get a verification message box stating your password was successfully changed



Figure 3

## **Method 2** : My Citrix Password Change Utility

1. Log into MyCitrix (<http://mycitrix.utmb.edu>) and select 'Change Password'

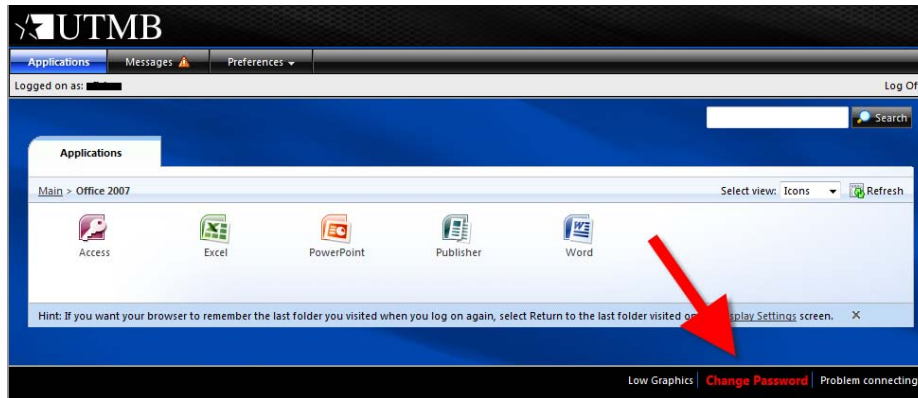


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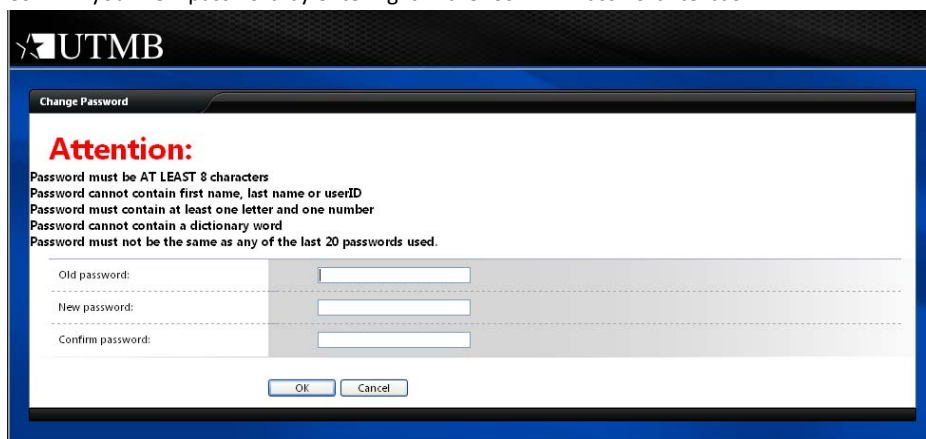


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