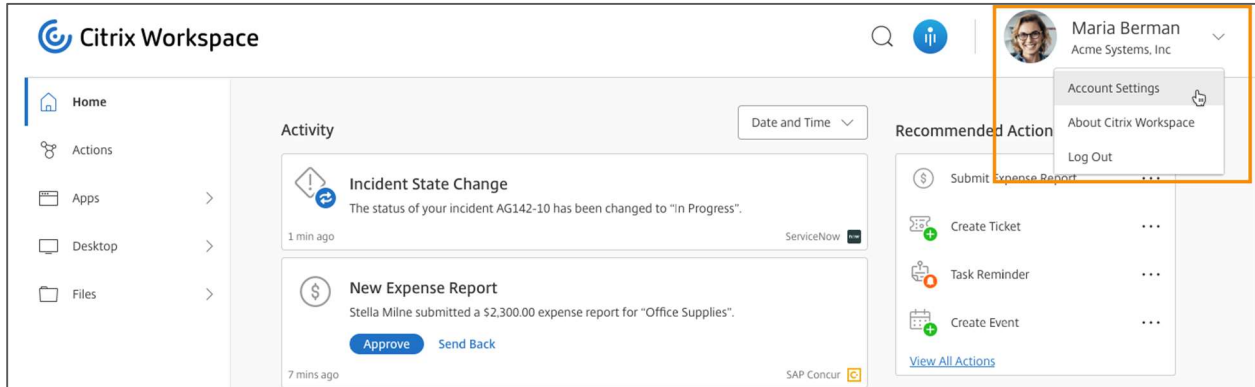# citrix™

Changing network passwords through Citrix Workspace
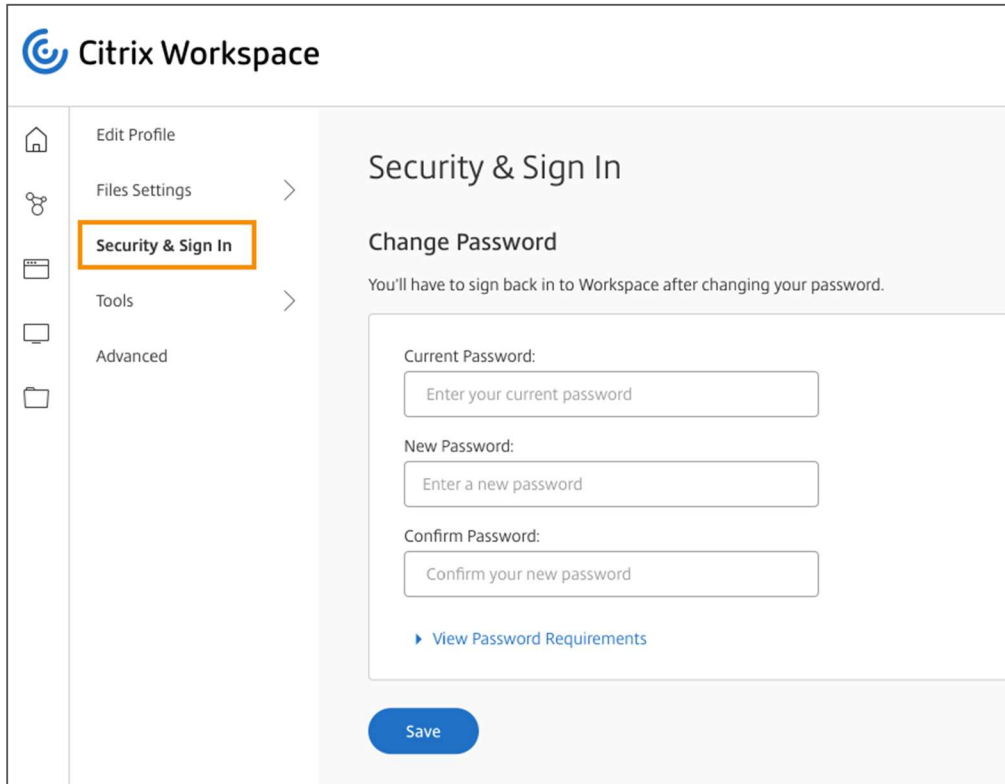
citrix™

Good to know

After you change your network password through Citrix Workspace, you will be signed out automatically. So, be sure to save any work in progress before using these instructions.

Change your network password in Citrix Workspace

1. From your workspace, click your name in the top-right corner and select **Account Settings**.

2. Select **Security and Sign-in** from the left pane.

3. Enter your current password and your new password. Enter your new password again to confirm.

    For guidance about the company's requirements for new passwords, click **View Password Requirements**.

Security & Sign In

Change Password

You'll have to sign back in to Workspace after changing your password.

Current Password:

> Enter your current password

New Password:

> Enter a new password

Confirm Password:

> Confirm your new password

▸ View Password Requirements

Save

To turn off the guidance, click **Hide Password Requirements**.

Current Password:

> ••••••••••••

New Password:
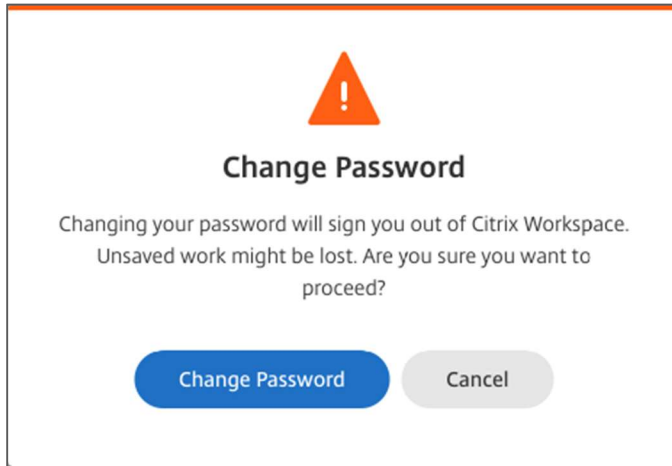
> ••••••••••••

Confirm Password:

> ••••••••••••

▾ Hide Password Requirements
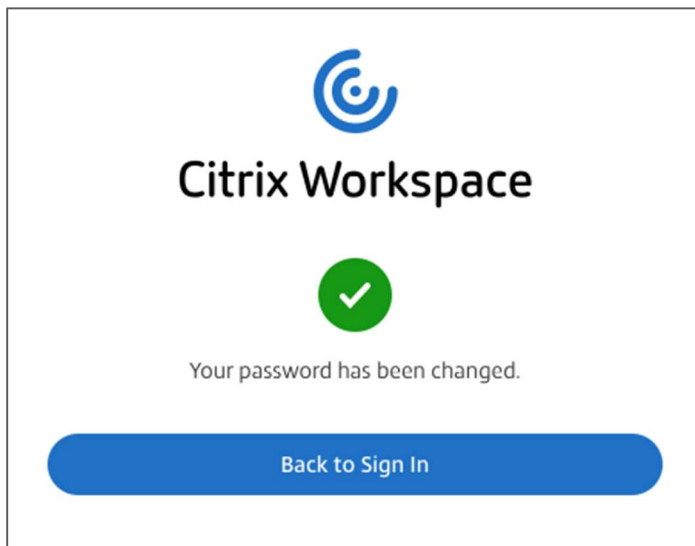
Passwords must meet the following requirements:

*   Be at least ten (10) characters in length
*   Contain an upper case letter
*   Contain a lower case letter
*   Contain a number
*   Contain a symbol (e.g., !, @, $, %...)
*   Be different than the 24 previously reset passwords
*   Do not include a common dictionary word
*   Do not include any part of the user or login name
*   Avoid padding passwords with consecutive or repetitive numbers (e.g. 123, 1234, 1111, etc.)

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4. Click **Save**.

5. Click **Change Password** to finish changing your password and sign out of your workspace.

6. Click **Back to Sign In** to sign in to your workspace with your new password.

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