citrix

Changing network passwords through Citrix Workspace

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.

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	Edit Profile		
r	Files Settings	>	Security & Sign In
	Security & Sign In		Change Password
	Tools	>	You'll have to sign back in to Workspace after changing your password.
	Advanced		Current Password:
			Enter your current password
			New Password:
			Confirm Password
			Confirm your new password
			View Password Requirements
			Save

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**.

Secu	rity & Sign In
Chang	e Password
Curre	ent Password:
E	nter your current password
New	Password:
Er	nter a new password
Conf	firm Password:
C	onfirm your new password
• \	View Password Requirements
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To turn off the guidance, click **Hide Password Requirements**.

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Vev	Password:
••	
Con	firm Password:
•	Hide Password Requirements
▼ Pas:	Hide Password Requirements words must meet the following requirements: Be at least ten (10) characters in length
▼ Pas: •	Hide Password Requirements words must meet the following requirements: Be at least ten (10) characters in length Contain an upper case letter
Pass	Hide Password Requirements words must meet the following requirements: Be at least ten (10) characters in length Contain an upper case letter Contain a lower case letter
• Pass	Hide Password Requirements words 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
Pass	Hide Password Requirements words 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., !, @, \$, %)
Pas:	Hide Password Requirements words 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
• Pass • • •	Hide Password Requirements words 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
• Pass: • • • •	Hide Password Requirements words 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

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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