

1. Sign into the VPN by using the Cisco AnyConnect Secure Mobility Client. This program is installed on all State computers. Instructions to connect can be found [here](#); to log in to this FAQ page, click on "Sign in with Microsoft", then enter your State email address and password when prompted.
2. Once connected to the VPN, press the keys "Ctrl", "Alt", and "Del" on the keyboard all at the same time.
3. A menu will appear. Choose the top option ("Lock" or "Lock this computer").
4. Sign back into the computer using the new password you set via the Self-Service Password Management site.
5. Repeat steps 2-4 to verify the passwords are synced.