

How to Change Your OET Password on a Windows Computer

On Campus, Windows Desktop Computer Connected to the OET Domain:

If you are on campus and your Windows desktop computer is connected to the OET domain, press and hold the Ctrl-Alt-Del keys sequentially. A menu will appear with several options. Select the option to **Change a password**. You will need to enter your old password first and then provide a new password. If you can't remember your OET password, please write to oet-help@udel.edu or call 302-831-8162. An OET staff member will reset your password.

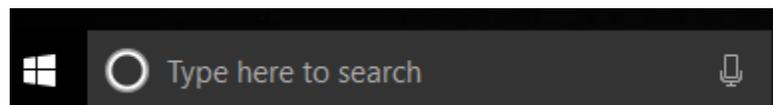
On Campus, Windows Laptop:

If you are on campus, verify that your laptop is on the secure wireless network, **Eduroam**, or it is connected to the UD network via an Ethernet cable. Follow the steps outlined below for off-campus connections below.

Off Campus Computers:

You will need to connect to Cisco AnyConnect VPN before changing your password. Directions for installing and downloading the UD VPN can be found at <http://udeploy.udel.edu>. You will then need to connect via Remote Desktop Connection. Continue to follow the steps outlined below.

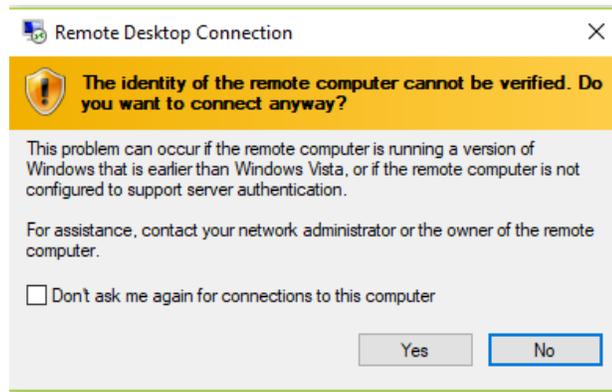
1. Go to the search box near the Windows start button. Type Remote Desktop Connection and click on it when it populates.



2. In the Remote Desktop Connection window that appears, type the name of the server: **remote.oet.udel.edu** in the computer field box. Click **Connect**.



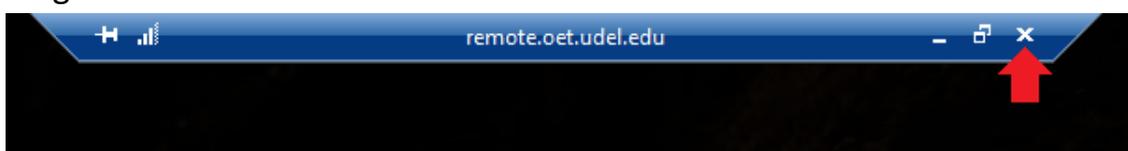
3. A window will appear that states, “The identity of the remote computer cannot be verified. Do you want to connect anyway?” Click **Yes**.



4. The remote server’s login screen will appear. In the “User Name” box, enter **oet** and the username you were given by OET. In the password box, enter your OET password. Note: Upon seeing the login screen, if you are given the choice between two users, choose **other user**.



5. Once you log in, you will be prompted to change your password. Please change your password to one that is at least 12 characters or more. Then, you will need to close out of remote desktop completely by clicking on the X at the top. Your OET password has been changed.



If you have questions, please contact oet-help@udel.edu, use the help request form at www.oet.udel.edu or call us at 302-831-8162.