

Managing Your Password from Outside The Trust

Password Complexity

Please be aware the Trust's Password Complexity Policy is defined as a combination of at least three of the following four-character types, passwords should not include personal details such as your own name, must be at least 8 characters long and it cannot be any of your previous passwords.

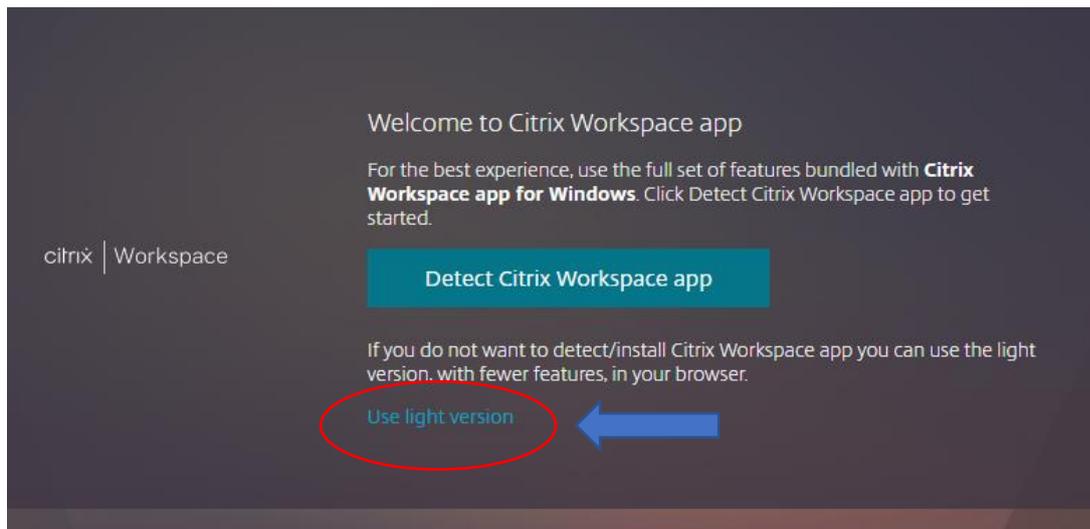
- Lower Case (abc)
- Number (1234)
- Special (!\$%@#)

What To Do If Your Password Has Expired

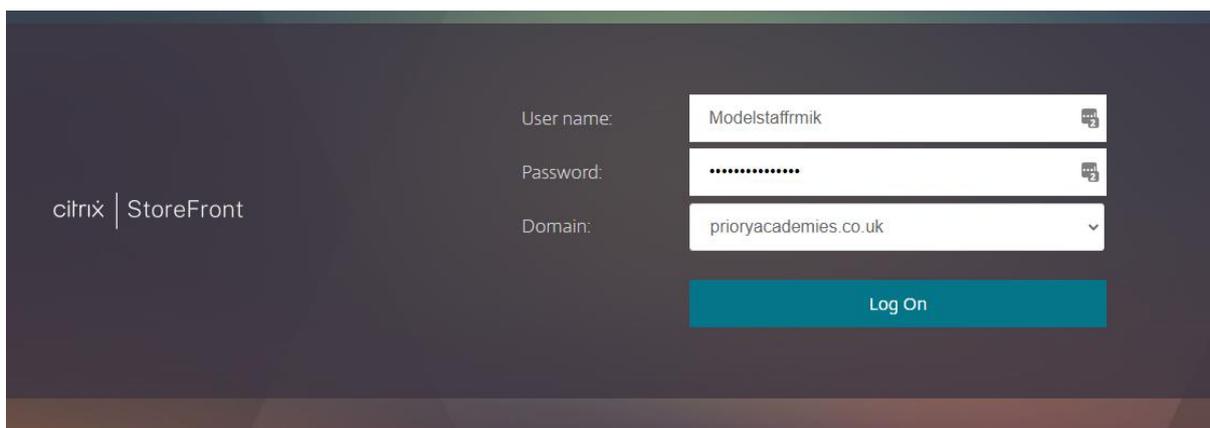
Your password may expire and be forced to reset if it has not been changed in 120 days, or if you have been issued a temporary password by IT Support. To change your password, browse to the [Citrix External Web \(CEW\)](#)

or

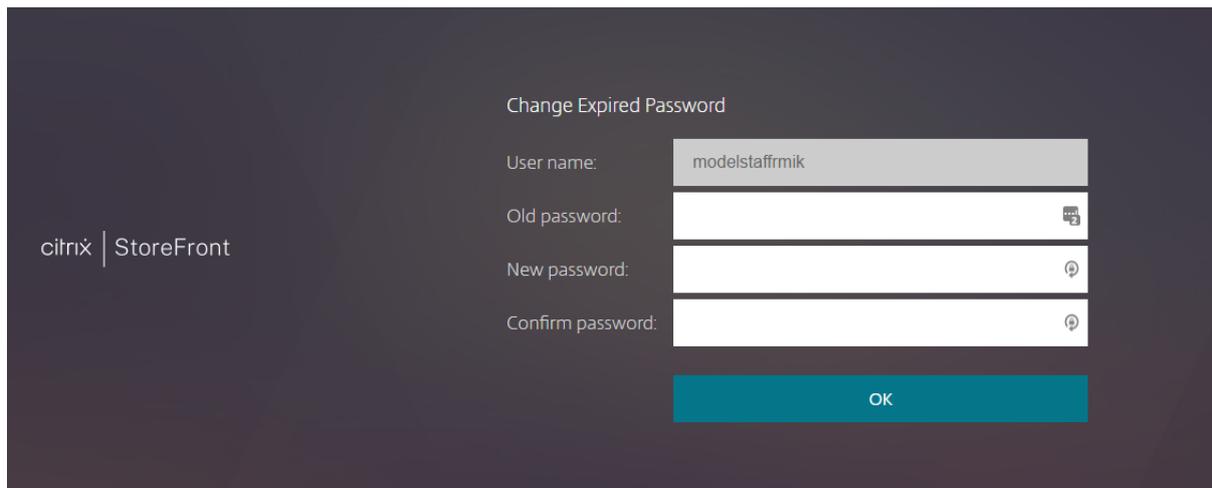
Browse to Priory Gateway and click on Citrix Receiver icon. On the 'Welcome to Receiver' page, select the link 'Use light version'



Enter your federation login credentials and click the button below "Log On"



Then it will prompt you to change your password

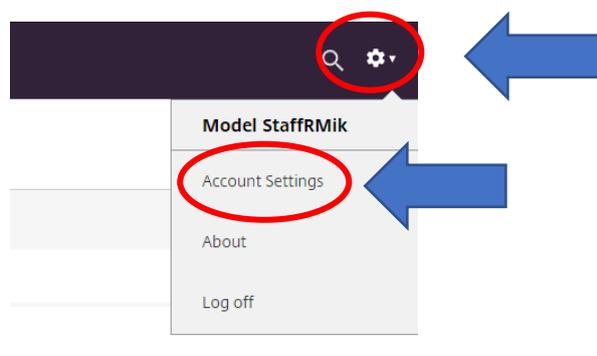


You are required to enter your Priory Academies current password. After that you can enter and confirm your new password of your choice. Your new password must contain and meet the Trust's password complexity requirements. You can now sign into Office 365 and other Priory Academies domain services.

Initiating A Password Reset From Outside The Domain

You can choose to change your password at any time. To change your password, browse to [Citrix External Web \(CEW\)](#) or Priory Gateway.

You will be asked to log into your account using your current password and username. Once you do click on a cog wheel at the top right corner and select account settings.



This will bring up a new screen and you have to click on “Change password”. A new window will pop up where you will need to enter your old and new password. Your new password must meet the Trust’s Password Complexity Policy.

