Managing your Password from Outside the Priory Academies Domain

Password Complexity

Please be aware that the Trust's Password Complexity Policy is defined as a combination of at least three of the following four-character types, passwords must not contain any part of your name and must be a minimum of 8 characters long, and **be must different from any previous password**.

- Upper Case (ABC)
- 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)

https://desktop.prioryacademies.co.uk/Citrix/externalWeb/

On the 'Welcome to Receiver' page, select the link 'Use light version'.

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

After clicking this button, you will be given a screen asking you to change your expired password. You are required to enter your Priory Academies username and current password. After that you can enter

and confirm your new password of your choice. Your new password must contain meet the Trust's password complexity requirements.
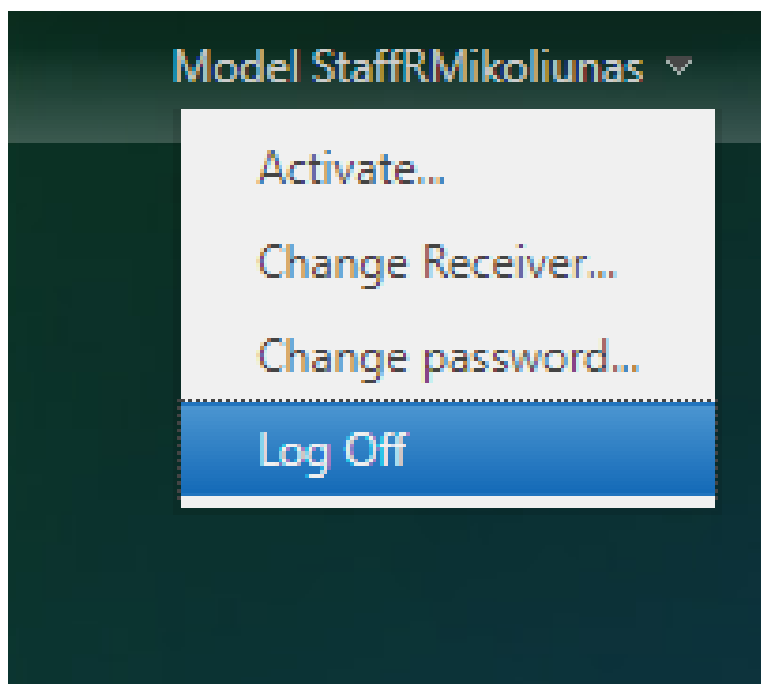
Changing your password will give you a message telling you it was successful

You can now sign into SharePoint and other Priory Academies domain services.

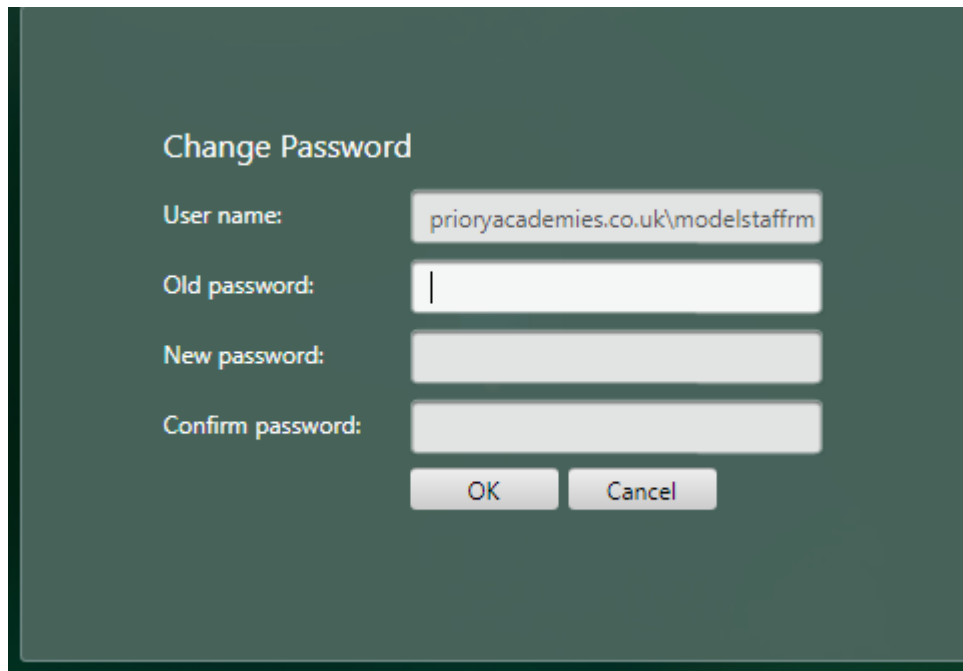## Initiating a Password Reset from Outside the Domain

You can choose to change your password at any time. To change your password, browse to the Citrix External Web (CEW)

https://desktop.prioryacademies.co.uk/Citrix/externalWeb/

You will be asked to log into your account using your current password and username. Once you do this you will see your display name in the top right corner. Click this button and select "Change password".

You will now be given a screen where you will need to enter your old and new passwords. Your new password must comply to the Trust's Password Complexity Policy. After you are done click on "OK" which will give you a successful password change message.

Change Password

User name:	prioryacademies.co.uk\modelstaffrm
Old password:	
New password:	
Confirm password:	

OK   Cancel