How to Change Your LOJIC Horizon Network Password

From an open Horizon Desktop, **Click on CTRL+ALT+DEL** in the bar at the top of the screen and click **Change a password.**
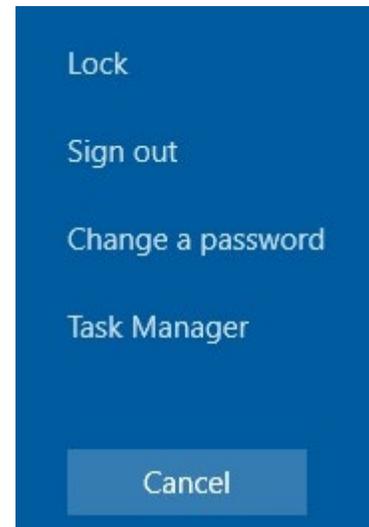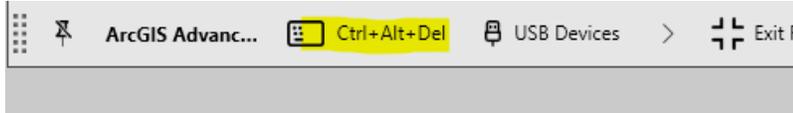
In the **Change a password** window, enter the domain (pc) and your LOJIC Virtual Network user name. **Example: pc\jpoole**.

Enter the Old password.

Enter New password and **confirm** by typing again.

Password Requirements:

- Between 16 and 30 characters
- At least one upper case letter (A-Z)
- At least one lower case letter (a-z)
- First character must be a letter
- At least one number (0-9)
- Include at least one of these special characters: _ ! # %
- No spaces
- Cannot be the same as current password
- Cannot be your user name

If a user does not know their password, send an email to lojichelpdesk@louisvillemsd.org and request that your **LOJIC Horizon Network password be reset. Provide your LOJIC Horizon Network username.**

Important: Changing your LOJIC Horizon Network password does not change your Database password.