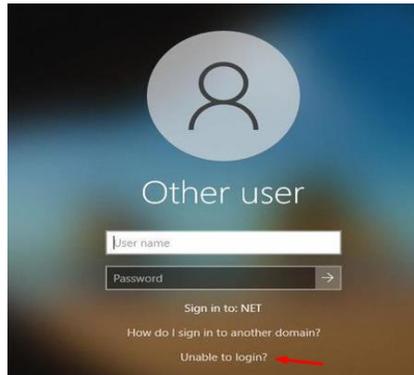# Password Automation
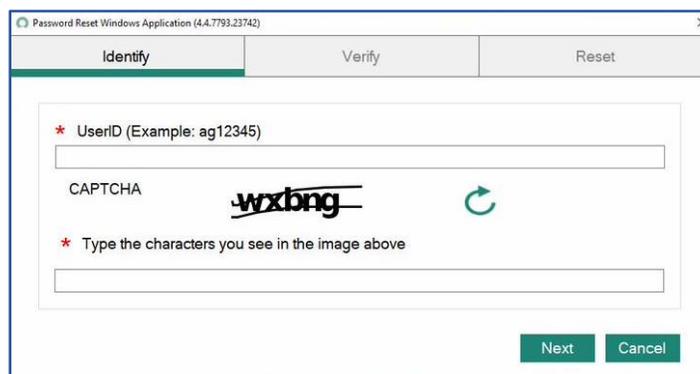
How to Use the Applet to Reset your Password

Note: Enrollment through the applet is only available for consolidated agency users at this time.

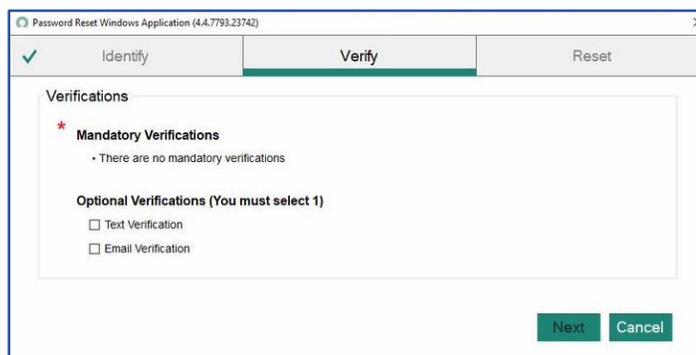1. **Click "Unable to login?" on the Windows login screen**

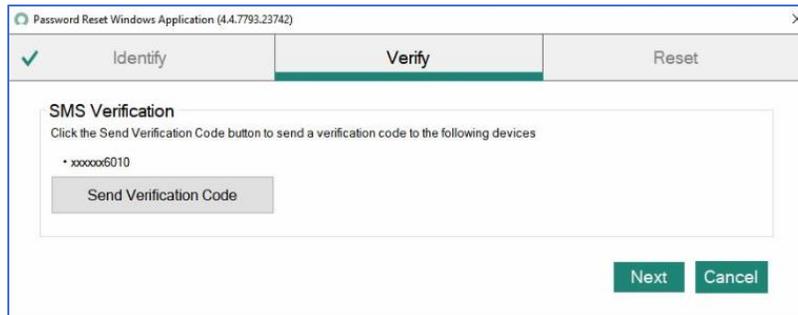2. **Enter "UserID" and CAPTCHA characters**

3. **Click Next.**

4. **Select preferred Optional Verification and click Next (if you do not have this option proceed to the next step)**

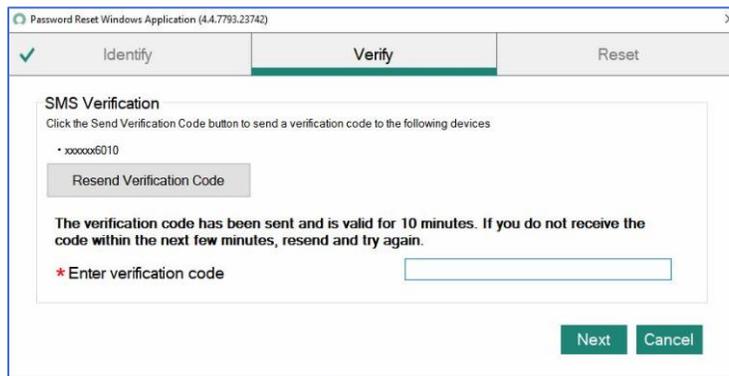5. **Click Send Verification Code.**
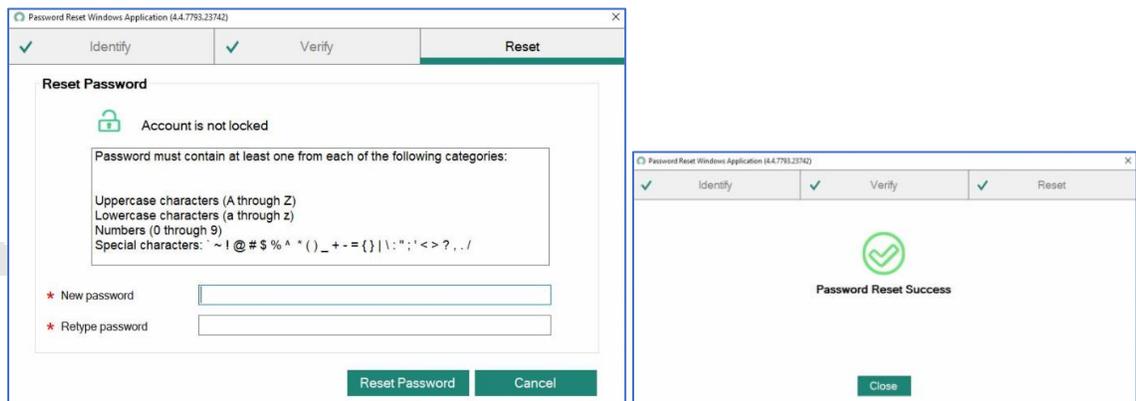

6. **Enter Verification Code**
7. **Click Next**

8. **Enter new password twice and click Reset Password. Click Close**

9. **Proceed to Login**
   If you are NOT on the state network you will need to log into your computer with your OLD password, and then log into VPN with you NEW password