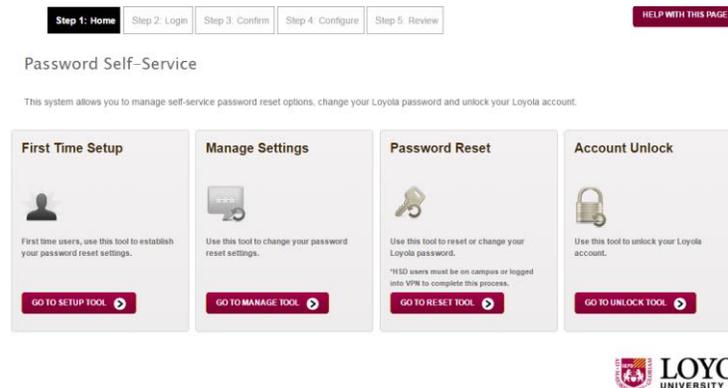


## New Password Change Procedure for all HSD Students

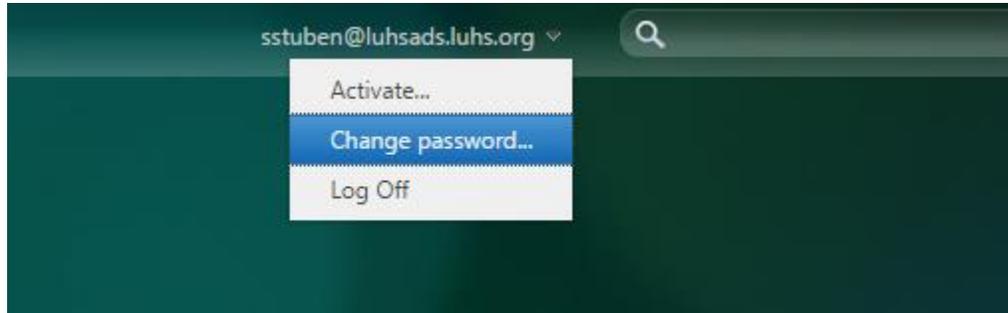
Your password must be changed every 180 days or when LUC Information Technologies sends you an email that it is expiring.

1. **Ensure** that your new password meets the more stringent requirements of LUHS here at the Medical Center campus:
  - No special characters (@, #, etc.), only alphanumeric
  - Maximum 8-12 characters long
  - Letters and numbers only, at least 2 of each
  - Include at least one capital letter
  - Do not use a password that you have previously used at LUC. Your new password must differ by at least 1 character from your previous 10 passwords (caps not included!)
2. Change your LUC password by accessing the Loyola Password Self-Service web page ([luc.edu/password](http://luc.edu/password)) and clicking on Password Reset. Follow the prompts to reset your LUC password using the guidelines listed above:

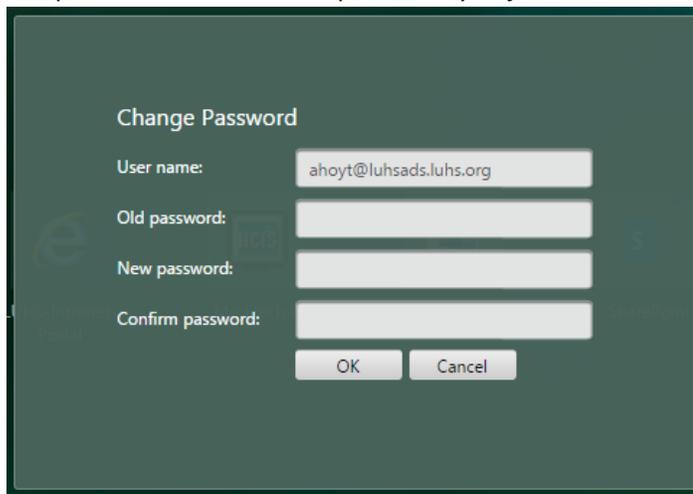


3. Change your LUHS system (LUHSADS) password to **match the new one you just set for LUC** by logging on to the LUHS Remote Access page ([apps.luhs.org](http://apps.luhs.org)) with your **OLD PASSWORD**. Leave the default domain LUHSADS:

- a. Click **Log On** in the lower right-hand corner.  
Note: You might have click agree to the license agreement and install the Citrix client first if you are using a personal device on which the client has not been installed.
- b. In the upper right-hand corner of the CitrixReceiver home page, click the arrow next to your logon ID to access the 'Change password' option:



- c. Enter your old password, and the new password you just set for LUC:

A screenshot of a 'Change Password' dialog box. The title bar reads 'Change Password'. The dialog contains four input fields: 'User name:' with the value 'ahoyt@luhsads.luhs.org', 'Old password:', 'New password:', and 'Confirm password:'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

- d. After you change your password, you should be able to logoff and then logon to the LUHS Remote page above with your new LUC password.
4. Check to ensure that you are able to log into [myLUMEN](#) and LUC E-mail ([outlook.luc.edu](mailto:outlook.luc.edu)) with your new password.