Password Reset Instructions
For Remote Users

DaVita passwords:
- Need to be between 8 and 30 characters
- Need to include at least one of the following special characters: ! * = ?
- Need to include uppercase letter, lowercase letters, and a number
- Cannot contain any three consecutive letters of your username, first name, or last name
- Need to be updated every 90 days

**If these steps are not followed, your password will become locked out and you will have to contact the Help Desk to unlock it**

If you are at a DaVita Facility/Office, close this document and return to the VillageWeb and follow the prompts on the screen to change your password.

WORKING REMOTELY

<table>
<thead>
<tr>
<th>If you are not at an office/facility (working remotely) and are using a DaVita computer</th>
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<tbody>
<tr>
<td>If you are working remotely on a DaVita computer (not your personal computer) when you reset your password, change your password using the steps below to make sure your new password is synchronized.</td>
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Steps for changing your password while remote:
1. Log into your DaVita computer.
2. Close all applications/programs, including MOC, Outlook, etc.
3. Connect to AnyConnect (VPN).
4. Press CTRL ALT DELETE. Then select Change Password
5. Enter your current password into the Old Password field.
6. Enter a new password in the next two fields, using the new password requirements.
7. Click the blue arrow or press Enter to submit the new password.
8. You will receive a confirmation that your password has been changed.
9. Click OK to return to the Desktop.
10. Confirm that your computer is synchronized with your new password by locking and unlocking your computer with your new password.
   To do so:
   - Press CTRL ALT DELETE
   - Click Lock Computer
   - Press CTRL ALT DELETE
   - Enter your new password
   - Click the blue arrow or press Enter to unlock the computer.

11. Restart your computer
12. Log into your computer with your new password.

If you have questions, please call the Help Desk at 888-782-8737.