

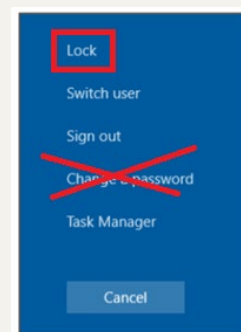
Resetting your network password via Password Central remotely

1. Make sure your IHG laptop is connected to the internet. Connect your laptop to your home internet, Wi-Fi hotspot or other means of access. You cannot reset your password without an internet connection.



2. Press Ctrl+Alt+Delete to go to the Windows lock screen. Select Lock.

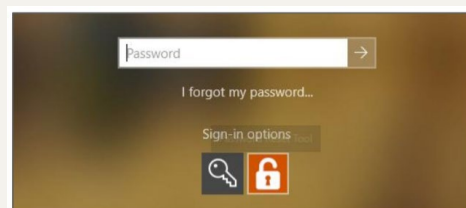
Key Point: Do not select Change a password unless you are on a network in an IHG office. Doing this off network will cause your local laptop and IHG network passwords to be out of sync



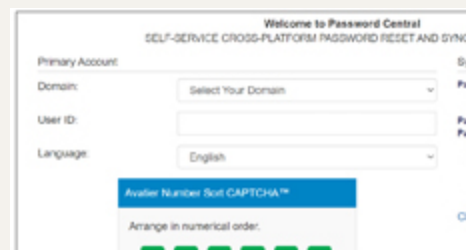
3. Click Sign-in options and select the red and white padlock icon. This is the Password Reset Tool.



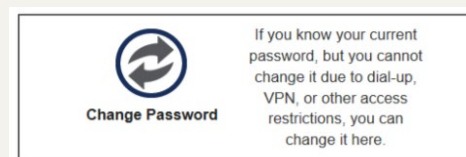
4. Select I forgot my password... This will open the Password Reset Tool app.



5. Login with your network ID/password, complete the Avatier number sort and agree to the Privacy Policy & Terms.



6. Select Change Password



- 7.** Enter your old password, then a new password. Confirm the new password, then click Continue

- 8.** You will get a confirmation that your password has been changed. Click Continue to exit. Log back in with your new password.