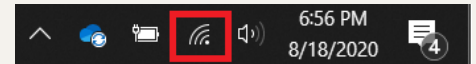
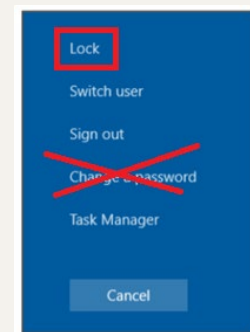


Resetting your network password via Password Central remotely

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 and agree to the Privacy Policy & Terms:

Welcome to Password Central
SELF-SERVICE CROSS-PLATFORM PASSWORD RESET AND SYNCHRONIZATION

Primary Account

Domain:

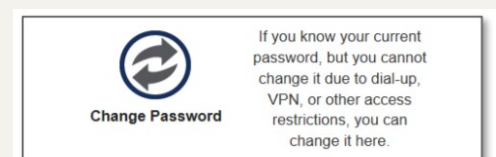
User ID:

I Disagree I Agree

Privacy Policy & Terms of Use

This system is for use by authorized users of IHG resources only and I represent and warrant that I am an authorized user. Any individual using this system, by such use, acknowledges and consents to the right of the IHG to monitor, access, use, and disclose any information generated. Unauthorized and/or improper use of this system, as delineated by IHG Corporate policies, is not tolerated and the IHG may take formal action against such individuals.

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.