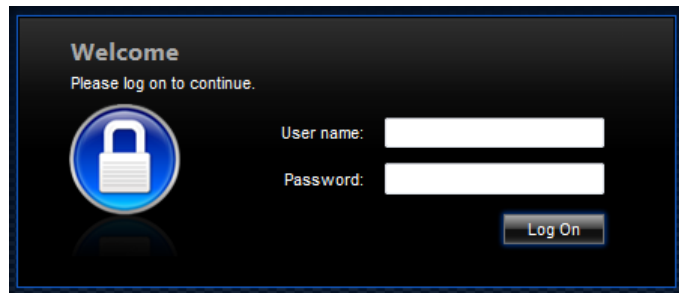


## Using Citrix

**Important:** To avoid account lockouts, allow up to 15 minutes for the new password to sync with all services.

- a. On your browser, access the eTools site by following this link: <https://etools.edukgroup.com>
- b. Log in with your credentials *username* and *current password*.



- c. Select **Network Access** (Padlock Icon)  
*\* Please wait a few seconds while the VPN connection is established \**
- d. Upon a successful VPN connection, the browser will redirect you to: <https://applications.edukgroup.com>

Please select one of the following:



**Network Access**  
Connect with the Access Gateway Plug-in.



**Citrix XenApp**  
Connect with Citrix Xen for Hosted Apps.




**Log Off**  
End your session.

- e. Enter your credentials *username* and *current password*.
- f. Once you're logged in, in the upper right corner, choose **Settings**.



- g. Click the **Change Password** button

 **Password**  
Change password

Change Password

- h. Enter the following fields:
  - i. Old password
  - ii. New password  
(6 character minimum)
  - iii. Confirm password  
(Enter new password *again*)
- i. Click the **Ok** button.
- j. The system will return to the **Settings** page, click the **Save** button.
- k. You will receive a message indicating that your password has been changed successfully. Click the **Ok** button.

## Change Password

Consult your help desk or corporate security policy to learn about

Old password:

New password:

Confirm password:

OK

Cancel

Save

Cancel

## Change Password

Your password has been changed.

OK