

## User Manual Changing Default Password

للمزيد من المعلومات والدعم الفنبي يرجب التواصل علب: for more information and technical support contact:

وزارة التربية والتعليم: MOE: **sd@moe.gov.ae** | **067017000** 



1. Go to https://changepassword.moe.gov.ae

Inrea	t Management Gateway
Security (	show explanation )
->:	This is a public or shared computer This is a private computer
~	I want to change my password after logging on With this option selected, a page used to change your password will be displayed after your credentials are submitted.
Domain\u	iser name:
Password	:
	Log On

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 Once click on logon new windows will show up. Insert your current password, new password and confirm new password. Then click change password.

Note that the new password should be complex "mix between numbers and letters capital and small and at least length of 8, for example "MoELogin13".

Threat Manageme	ent Gate	way	
Old password:			
New password:			
Confirm new password:			
		Change Password	Continue
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3. If the new password did not change successfully. You will receive the following error message.

Threat N	Aanagement Gateway	
Either the use not meet the	er name or old password is not valid, or the new passwo minimum complexity requirements. Please try again.	ord does
Continue		

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4. If password change successfully, you will get the following message. Then your mailbox will be opened directly.

Forefro	ont anagement Gateway	
Your password previous URL.	was changed. You should be redirected automatically to the If you are not redirected, click Continue.	
Continue © 2009 Microsoft	Corporation. All rights reserved.	

5. Note that if you are using mobile device or any other device you should change the password on the these devices as well.