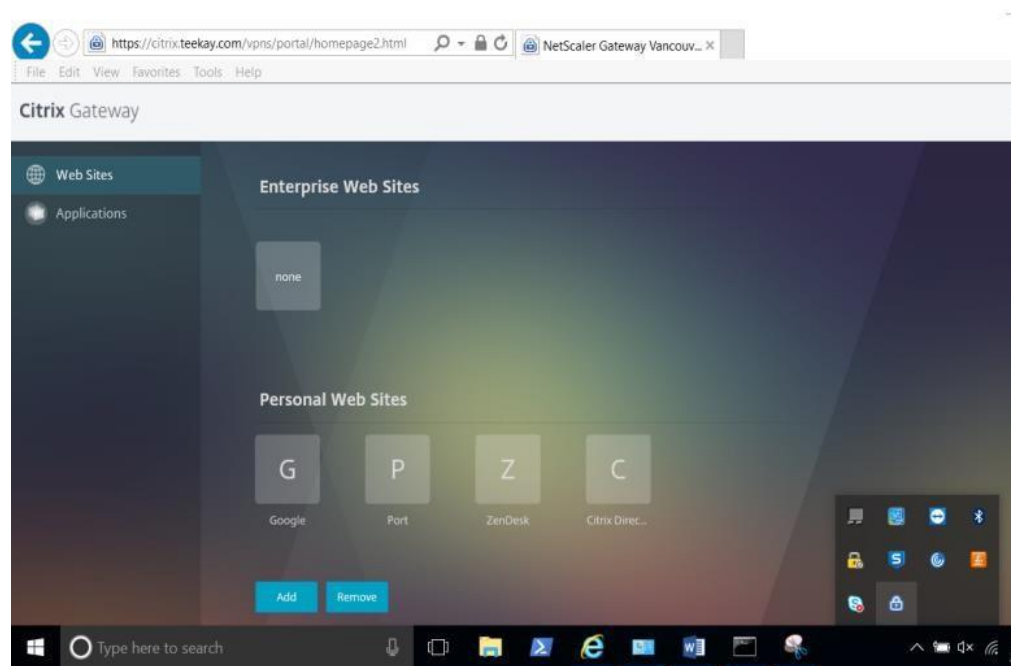


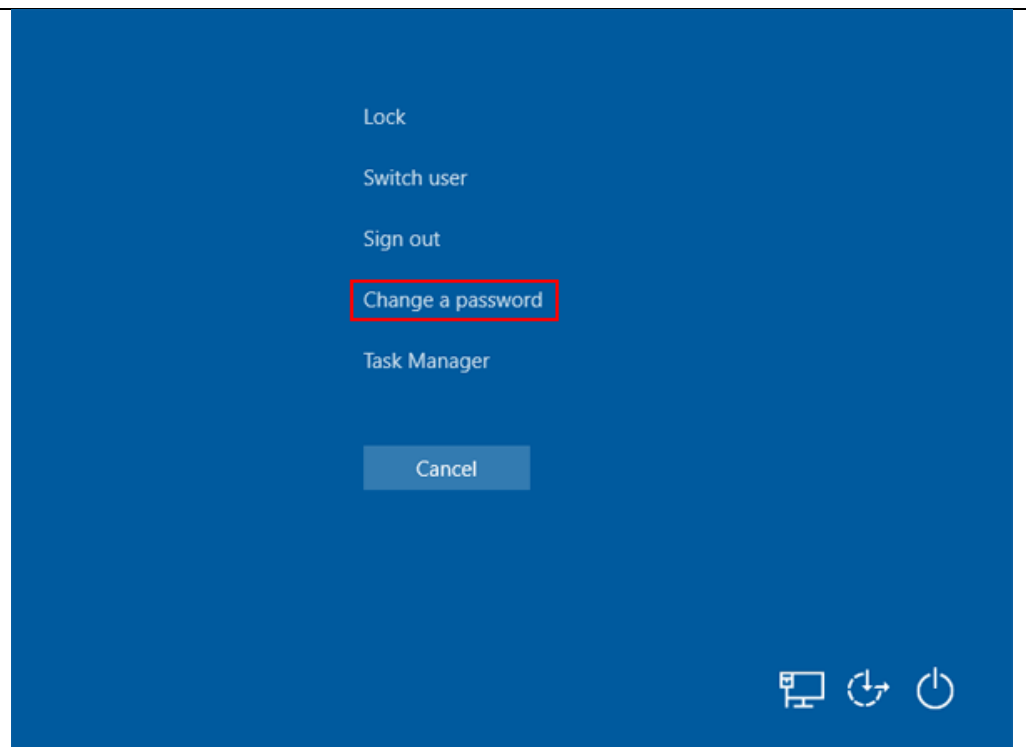
## Teekay Shipping – How to change your Teekay password


**Note: please make sure that you are connected to a stable internet, using your Teekay laptop**

1. Make sure that you are connected to Citrix VPN by going to **my.teekay.com**, log in with your credentials and choose “**Network Access**” (If you have issues connecting to VPN, please follow [this link](#) for the detailed guide)



2. From your computer's desktop, press CTRL + ALT + DEL and select “**Change a password**”




3. Type in your current password and the new password to change it.  
*(Note: the new password must have at least 8 characters, containing at least 1 uppercase letter and 1 number).* Press "OK" after it has been changed.
4. Make sure you can log into your laptop using the new password by locking the computer and sign in again *(on your keyboard, press Windows key (  ) + L to lock the computer screen)*
5. If the computer lets you sign in with the new password, then the password has been successfully changed and updated.  
If not, keep the Citrix VPN connection active, lock the computer and leave it for 30 minutes to update the settings.

# Change a password

t

Old password

New password

Confirm password 

Create a password reset disk

Cancel



## Change a password

Your password has been changed.

OK