



## 4 EASY STEPS TO CHANGE YOUR AIRBUS PASSWORD FROM HOME (with Airbus laptop)

- 1 Open session locally on the laptop, before password expiration
- 2 Connect to Nomad\* (providing OneLogin OTP)
- 3 Press CTRL+ALT+DEL combination, then choose "Change a password"
- 4 Re-enter current Windows password if not already filled in then enter and confirm your new password.

*\*VPN/Nomad is fully connected when Hub is accessible for example*

### FORGOTTEN OR LOST PASSWORD?

Incidental password locks (not regular renewal) could be done with ServiceDesk by phone.

*Reminder: User shall handle and anticipate the password regular renewal on their own and avoid overwhelming servicedesk.*

**CAREFUL**: after password reset by the Service Desk, a physical connection of the machine in Airbus premises is mandatory in order to login the first time (i.e. not possible from home/Nomad).