



CHANGE PASSWORD FOR GOVERNMENT ACCOUNTS

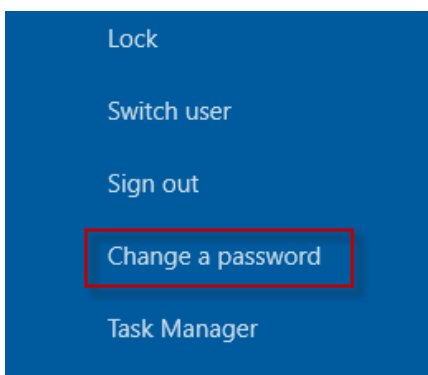
Note: Every government account's password will be required to change every 6 months.

2 methods can be used to change password:

- 1) Using PC – For joined domain machines
- 2) Using webmail.gov.bn – For joined and non-join domain machines

Method 1 (Using PC - For join domain machines)

- 1) On your PC, press CTRL+ALT+DELETE
- 2) Choose 'Change a password'



3)

Change a password

winaero

Old password

New password

Confirm password →

Create a password reset disk

i) Username

ii) Old password

iii) New password

Type in your:

i) Username – e.g. **DOMAIN**\username


Ministry	Domain
PMO and its departments	BNPMO \username
MOF and its departments	BNMOF \username
MOHA and its departments	BNMOHA \username
MIPR and its departments	BNMIPR \username
MOD and its departments	BNMOD \username
MCYS and its departments	BNMCYS \username
MOH	BNMOH \username
MORA and its departments	BNMORA \username
MOC and its departments	BNMOC \username
MOE, UTB, UNISSA	BNMOE \username
MEMI	BNMEMI \username
EGNC, BruneiHalal, Yayasan	EGC \username

ii) Old password


iii) New password. Password should contain:

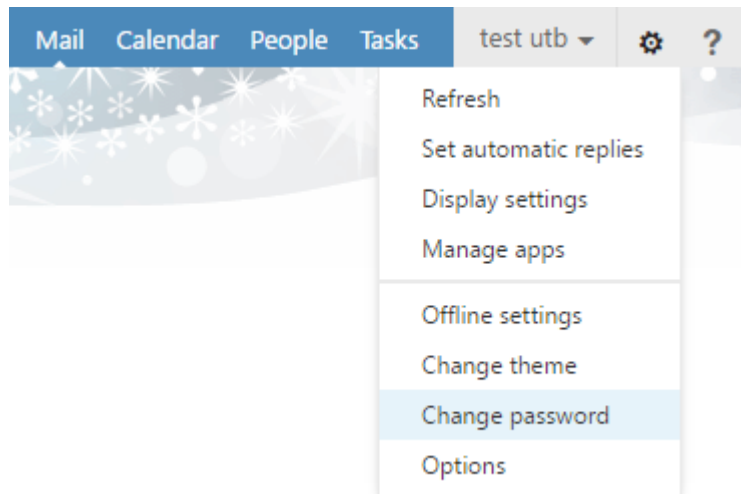
- ✓ At least 10 characters
- ✓ Upper case
- ✓ Lower case
- ✓ Special character
- ✓ Number

- Password cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- The new password cannot be any of the previous seven (7) passwords.
- User will be required to change their password every **six (6)** months.

iv) and click 

Method 2 (Using webmail – For join or non-join domain machines)

- 1) Log in to webmail.gov.bn
- 2) Click on  button at the right top corner of your webmail and choose 'Change password'



3)

mail calendar regional **password**

change password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: **i) Username**

Current password: **ii) Old password**

New password: **iii) New password**

Confirm new password: **iii) New password**

Type in your:

i) Username – e.g. **DOMAIN**\username

Ministry	Domain
PMO and its departments	BNPMO \username
MOF and its departments	BNMOF \username
MOHA and its departments	BNMOHA \username
MIPR and its departments	BNMIPR \username
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ii) Old password

iii) New password. Password should contain:

- ✓ At least 10 characters
- ✓ Upper case
- ✓ Lower case
- ✓ Special character
- ✓ Number

- Password cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters.
- The new password cannot be any of the previous seven (7) passwords.
- User will be required to change their password every **six (6)** months.

iv) Click 'Save'

For any further enquiries, please contact EGNC Helpdesk at 2424959 or email at helpdesk@egc.gov.bn