# Amsterdam University of Applied Sciences

# Changing the Password of your AUAS-ID in the Windows Credential Manager

The *Credential Manager* is used in Microsoft Windows to store usernames and passwords (*credentials*) on your computer. If you use this functionality, certain applications and web pages will automatically log you in (and will not ask you for a username or password). Instead, the version of your AUAS-ID and your password that you have stored in the Credential Manager are used to log you in.

The *Credential Manager* is used for printers that are installed on your workstation, programs that you are logged in to on the computer (such as SURFdrive), web pages of the AUAS, etc. If you change the password of your AUAS-ID via https://id.medewerker.uva.nl or https://id.student.hva.nl you will also need to change the saved passwords in the Credential Manager on your ICT-workstation. If you do not change these saved passwords, your AUAS-ID will automatically be blocked as the *Credential Manager* will continuously attempt to log in to the connected systems using the saved password. By following these instructions you can verify whether the Credential Manager is active and change the passwords that are stored there.

1. Click on the search icon on the taskbar and enter *Credential Manager* into the search bar. In the search results, click on *Credential Manager*.
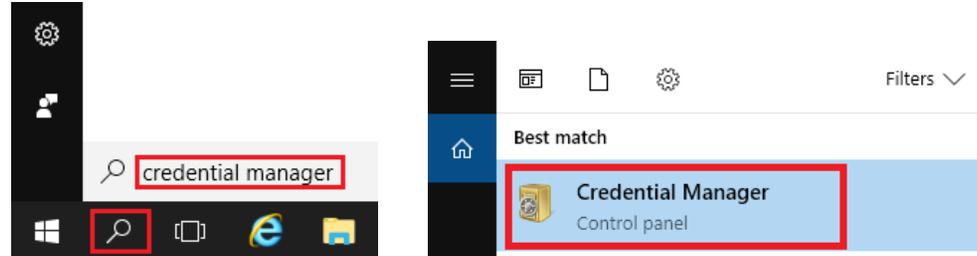
2. Click on *Windows Credentials* and check whether *Windows Credentials* and *Generic Credentials* contain saved credentials.
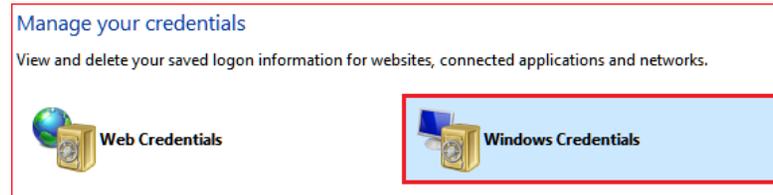

3. If no credentials are displayed, this means that the Credential Manager is not active and these instructions do not need to be followed.
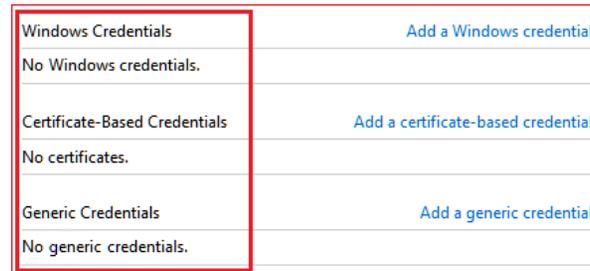
Instructions Credential Manager

Please follow these instructions if credentials are displayed underneath Windows Credentials and/or Generic Credentials:

1. On both locations (Windows Credentials / Generic Credentials) you will need to change the password.
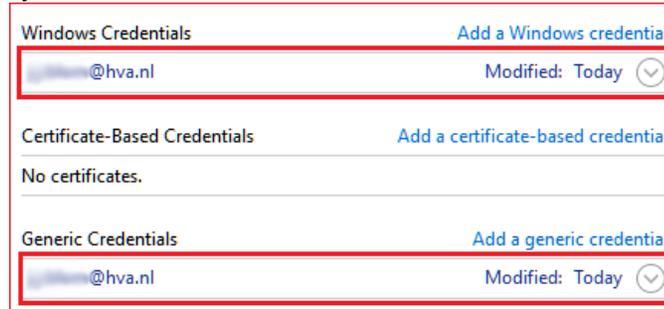
   Windows Credentials   Add a Windows credential

   ░░░@hva.nl   Modified: Today ⌄

   Certificate-Based Credentials   Add a certificate-based credential

   No certificates.
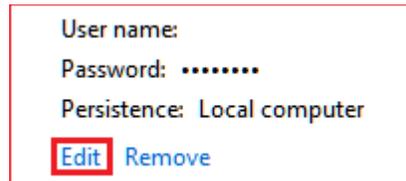
   Generic Credentials   Add a generic credential

   ░░░@hva.nl   Modified: Today ⌄

2. To do so, click on the *arrow* that is displayed on the right-hand side
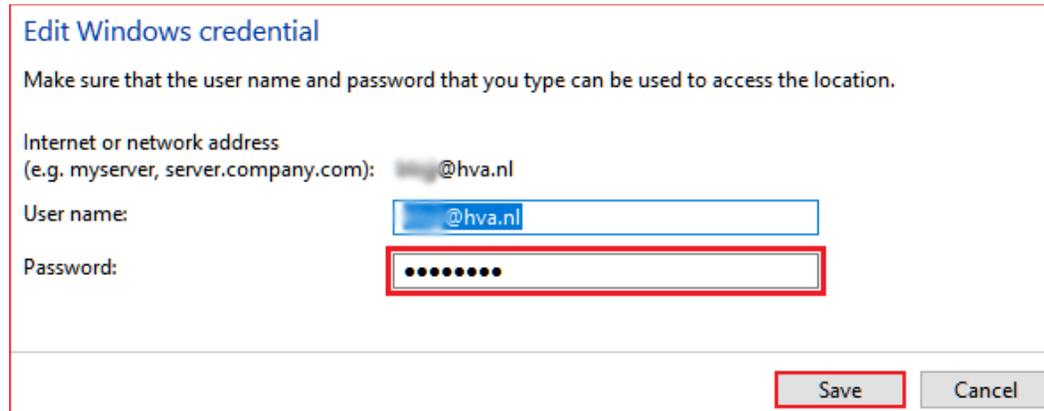
   ░░░@hva.nl   Modified: Today ⌄

3. Click on *Edit*.

   User name:
   Password: ••••••••
   Persistence: Local computer
   Edit Remove

4. Change the passwords of all stored credentials (the *Windows Credentials* as well as the *Generic credentials*) and click on *Save*.

   ### Edit Windows credential

   Make sure that the user name and password that you type can be used to access the location.

   Internet or network address
   (e.g. myserver, server.company.com): ░░░@hva.nl

   User name: ░░░@hva.nl

   Password: ••••••••

   Save   Cancel