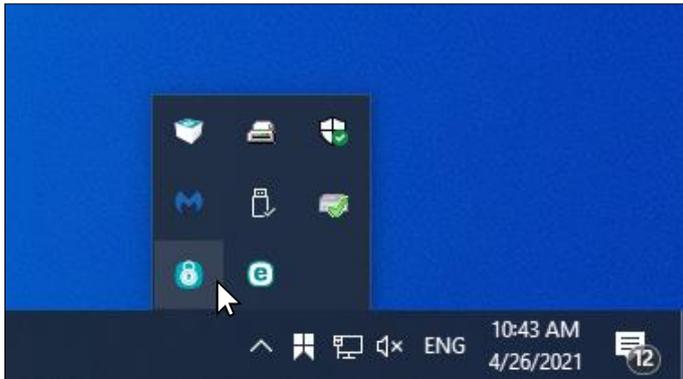
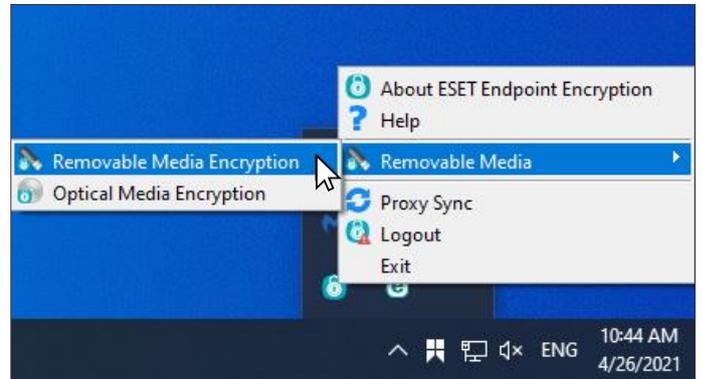


Forgotten or Reset Password of the Encrypted USB Drive

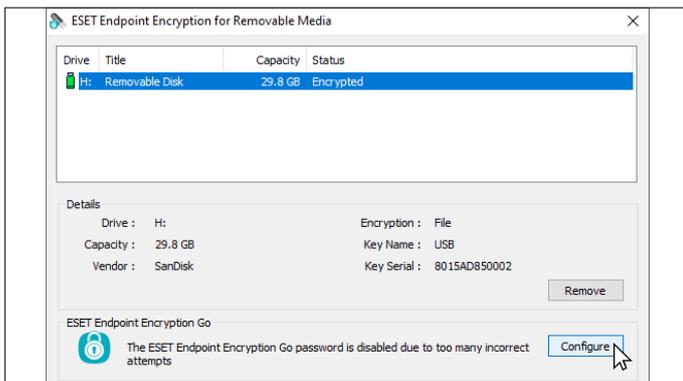
REMINDER Please always backup your data on the drive before performing encryption.



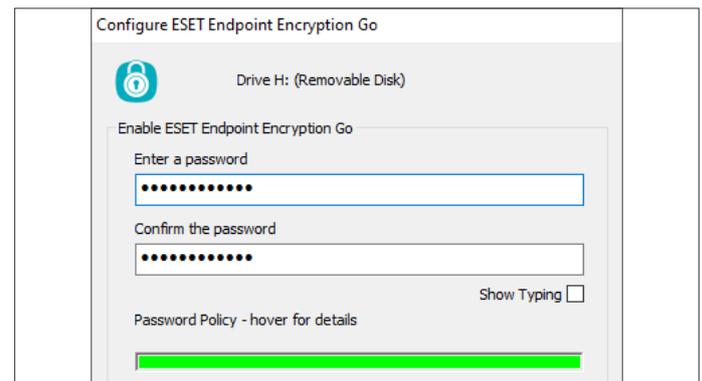
1 You **must** use your office PC. Plug in the encrypted USB drive. Right-click on the **Endpoint Encryption tray icon**.



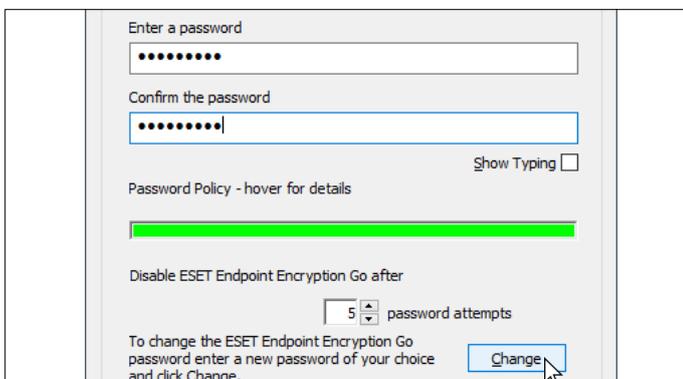
2 Select '**Removable Media**'. Click '**Removable Media Encryption**'.



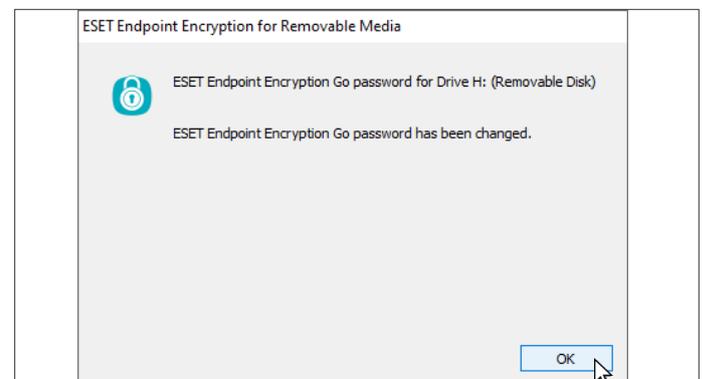
3 Select the **drive** from the list. Click '**Configure**'.



4 Set a new **password** according to the password policy, i.e. Password length minimum is 8, must contain uppercase A-Z, lowercase a-z, numbers 0-9 and symbols.



5 Click '**Change**'.



6 The password has been reset. Click '**OK**'. Refer to <https://ito.hkbu.edu.hk/usbe/> for more details.