Instructions to Change Windows/Network Password

To change your Windows/Network password, log-on to your Computer with your current Windows/Network log-on credentials. When your computer startup is complete (desktop icons visible), press Ctrl+Alt+ Del, and click the "Change Password…" button.

Do not change 'User Name:' or 'Log on to:' information.

Type in your old password and your new password twice.   Click the 'OK' button when you are done.

*Note - passwords must contain at least one capital letter and one number – must be at least 8 in length.

Click the 'OK' button to confirm your password change.

Click the "Cancel" button to complete the password change process.