

Changing Passwords in Windows

General rules to follow when making a new password:

- Select a password that is easy to remember, but hard to guess.**
- Do not use your name, your children's, animal's, or parent's names**
- Do not use a word found in the dictionary**
- Include alpha and numeric characters (letters and numbers)**
- Password minimum is 7 characters**
- Do not write your password down**
- Do not share your password with anyone**

To change your "windows" password, which is the password for both network access and email account access, do the following:

- Log in to the network
- Press Ctrl-Alt-Del to display the Windows Security Screen
- Press the "Change Password" button
- Type the "old password"
- Press TAB
- Type the "new password"
- Press TAB
- Type the "new password" a second time for confirmation that they match
Press TAB once more to go to the OK button
Press ENTER