

How to Change Your Windows Password

(If you are not prompted to change your password, but wish to change it)

Log onto your computer.



1. Hold down the Ctrl, Alt, and Delete keys simultaneously.
2. Click "Change Password" in the dialog box.



3. Type your network username in the **User name** box. Enter your current password in the **Old Password** box. Enter your new password in both the **New Password** and **Confirm New Password** boxes then click "OK".



4. You will see a dialog box confirming that your password has been changed. Click "OK" to continue logging in.

