

## *For Windows Users:*

You will want to be logged in as yourself on the Windows computer. On your keyboard press: Ctrl + Alt + Delete simultaneously. This will bring up several menu options. Highlight and Choose “Change a Password”.

**REMEMBER to log out and back in once your password has been changed. Windows will not prompt for this but you will have trouble accessing things if you do not log off/in again.**



You will then put in your existing password into the “Old Password” box. Then in the “new password” box, enter your password you will use.



Then in the “confirm password” box, enter your new password again to confirm. Click ok and a message will pop up stating that you have updated your password successfully.



**\*\*If the password(s) don't match you will receive an error. Click OK and attempt to update the password once again.**

The following criteria need to be met when changing the password:

No consecutive numbers (like 1234)

You cannot use your name in anyway in the password

You cannot use your last 24 passwords

Minimum PW Length : 8

The following are special characters and cannot be used: \ / \* [ ] : ?

PW must meet complexity: One upper case character ( K ), one number ( 8 ), one symbol ( # ) and one lower case character ( k ).

EXAMPLE: #KpassWord5