

How to Change Your College Account Password (When At the College Campus)

- 1. Log into your workstation using your current College network account username and password.
- Once your Windows desktop has loaded, press the <CTRL> + <ALT> + buttons on your keyboard at the same time. You will get the following window:

Windows Security		
Copyright © 1985-2001 Microsoft Corporation	Window Professional	/S ^{Xp}
Logon Information chorysch (Christopher Ory CONFEDERATION(choryso Logon Date: 4/16/200	rschak) is logged on as ch. 19 2:04:51 PM	
Use the Task Manager to clo	se an application that is n	ot responding,
Change Password	Task Manager	Cancel

3. Next, click on the 'Change Password...' button. The screen below will appear:

Copyright © 1985-2001	Windows ^{xp} Professional	
Microsoft Corporation	Anna a' Marana anna Calaiste	Micro
User name:	YourUsername	
Log on to:		
Old Password:	•••••	
New Password:	•••••	

- 4. In the appropriate boxes, enter in your current (Old) password and then type in your new password twice. Remember, your new password must be a minimum of 8 characters in length and contain a combination of 3 of the following 4 character types: **small case letters, capital case letters, numbers**, and **punctuation marks**.
- 5. Press the 'OK' button. Your password has now been changed. Please ensure to remember it!

<u>Note:</u> The College network will enforce you to change your password at least once every 200 days using a password that hasn't been used for the last 2 password changes. Passwords not meeting all of the security standards outlined above will be rejected by the system.