

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.
2. Once your Windows desktop has loaded, **press the <CTRL> + <ALT> + buttons** on your keyboard at the same time. You will get the following window:



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



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!

Note: 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.**