

Changing Passwords

1. Logon to your computer and the network as you normally do.
2. Press Ctrl + Alt + Delete.

3. Click on *Change Password*.



4. Type your current password in the *Old Password* box.
5. Type the new password in the *New Password* box.
6. Type the new password in the *Confirm New Password* box.



7. Click OK.

8. You will receive a confirmation that your password was changed

9. Click OK.



10. Log off and on using the new password to verify the change.