

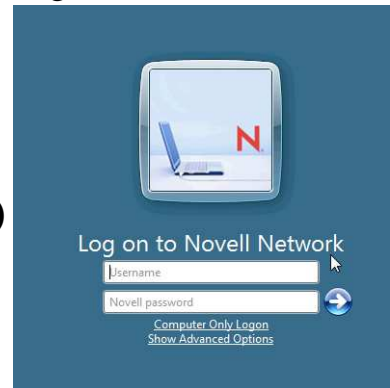
# Password Change Instructions

1. **Log in to a network computer with your network username and network password.**  
If you do not know your network password, refer to the Forgotten Password instructions.



Windows XP Login Screen

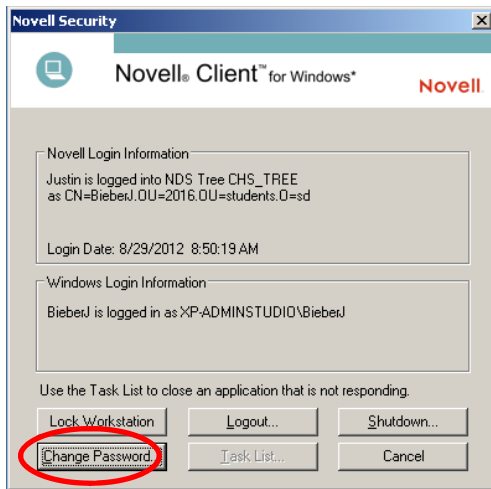
(OR)



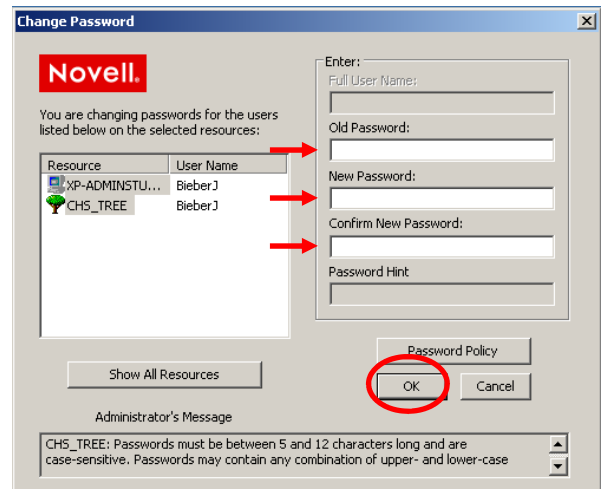
Windows 7 Login Screen

2. **Press the CTRL-ALT-DEL key combination.** (Hold the CTRL, ALT, and DEL keys down at the same time). **Click “Change Password”.** (On XP, ensure both “Resources” on the left side are highlighted.) **Enter your old password, then new password twice, and click “OK”.** Passwords are case sensitive and must be between 5 and 20 characters long. *You must choose a brand-new password. You cannot re-use a password you have used before—it will not work!*

Windows XP

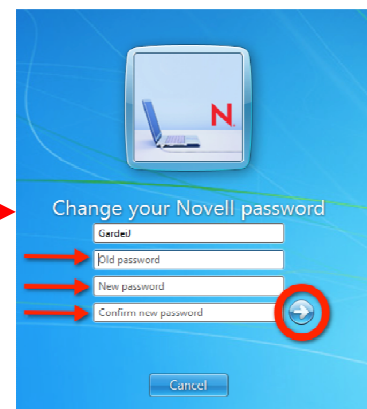
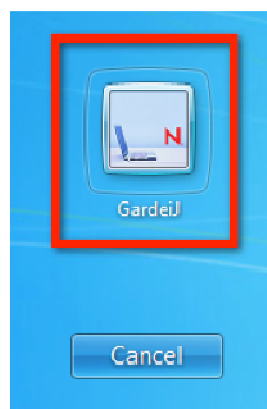
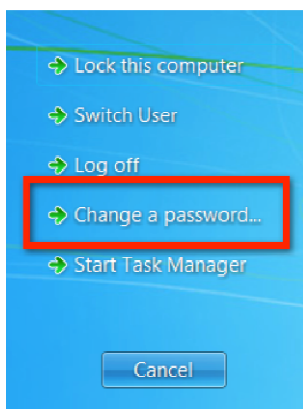


Click “Change Password”



Enter old password, then choose New Password

Windows 7



3. **When you change your password on the network computer, your password in the other systems, including Google, Moodle, etc, will also change.** If you change your password in Google separately, it will get out of sync until you change it on the computer again.