Why do I need to change my password?

It is recommended that your password be changed periodically to protect the security of your accounts.

Will I be notified that I need to change my password?

Windows will require you to change your password on a regular basis. If your password is about to expire, you will receive a notification when you log into your computer. At that point, follow the "Changing Your Windows Password" directions.

Can I change it before I get a notification?

You can change your Windows password at any time by following the "Changing Your Windows Password" directions.

Step 1. Log on to your computer by pressing Ctrl, Alt, Delete as usual. After you are logged on and your desktop has loaded, type Ctrl, Alt, Delete again.



Step 2. The Windows Security screen will appear. Click "**Change Password** " on the bottom left side of the screen.

Windows Security		
Cosynight © 1985-2001 Microsoft Corporation	Window Professional	Sxb
Logon Information Enin Yunginger is logged o	n as VPAFlyunginger.	
Use the Task Manager to do	se an application that is no	ot responding.
Lock Computer	Log Off	Shut Down
Change Paseword	Iask Manager	Cancel

Step 3. The "User name" and "Log on to" fields should already be filled in. Type your old password in the appropriate field.

4	Windows*	p
Copyright C 1785-2003 His result Corporation	Professional	Micros
User name:	yunginger	
Log on to:	VPAF	~
Old Password:	1	
New Password:		
Confirm New Password:		

Step 4. Enter your new password* into the final two fields and click OK. Be sure to use your new password the next time you log on.