

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.



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



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.