



Changing your Windows Password

User Guide (v1.0 – February 2008)
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Introduction

This guide will show you how to change your password on District computers. **Important:** This will also change your email password as they are the same

Changing your Password

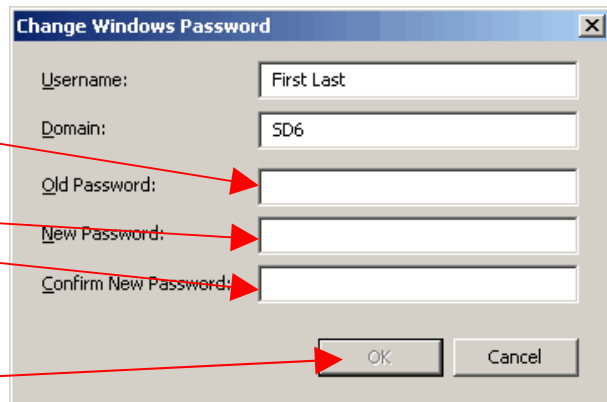
1) Make sure you are logged on (refer to the Logging On guide).

2) Press and hold down the Control key on the keyboard (bottom left, **Ctrl**). Keeping **Ctrl** held down press and hold the left **Alt** key too. Now tap the Delete (**Del**) key with your other hand. You should see this box.



3) Click on the **Change Password** button

4) Enter your current password in the **Old Password:** box. Enter your new password in both the **New Password:** box and the **Confirm New Password:** box.



5) Click on **OK**.