

How to change your Windows password

These instructions will show you how to change your Windows login password from any networked computer in the District. *Please note that this only affects your password for logging onto a computer, not your FirstClass and your Mig/Sirs passwords.*

Log in with current password

At the login screen, type in your current password, then click **OK** to log in as usual.



Type Ctrl+Alt+Delete

After you've logged in and the desktop loads, press the **Ctrl+Alt+Delete** keys simultaneously and this window will appear. Then click the **Change Password...** button.



Change your password

First, enter your current password in the "Old Password" field. Then decide on a new password and enter it in the "New Password" field (the password must be at least 4 characters long). Type it in again in the "Confirm New Password" field, then click the **OK** button when finished.



You did it!

Click **OK** to acknowledge that your password has been changed.



Test your new password

After acknowledging the password change, you'll be brought back to this window. Click the **Log Off...** button to log off and go back to the main login window. Then log in again using your new password.

