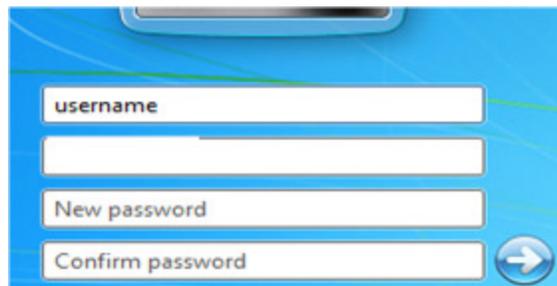
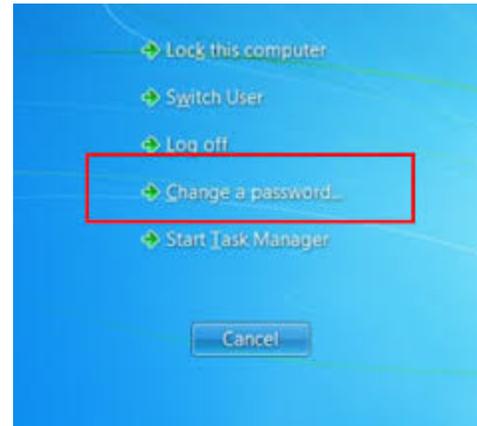


Changing Your Password AT WILL

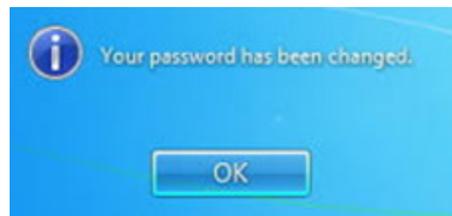
This will change your password for Windows and Outlook..

While logged into your computer do the following:

1. Press CTRL-ALT-DELETE keys
2. Choose the option to change password.
 - a. You *cannot* enter the password you are already using or have used the last 10 times you have changed your password.
 - b. The new password may contain the password you are currently using, but it must be different from your current password and contain 8 characters.
 - c. Refer to choosing a strong password for guidelines on creating a new password.
3. Enter your old password and the new password twice in the required fields and click the arrow next to “the confirm password box” to finish the password change.



4. Another box should pop up saying your password has changed.



5. Reboot and log in with your new password.