How to Change Network Password – Windows PC

In order to change the password that you use to log into your computer, follow the steps below on your computer.

1. Think of a new password to use. Your new password must be at least 8 characters long, with a mix of letters and numbers. For example, your new password might be “balance3”.
2. Log into your Windows Laptop/PC while connected to the local school network.  It is best to do this near the end of the day.  DO NOT PERFORM THESE STEPS AT HOME.
3. Hold down Ctrl+Alt+Delete on your keyboard to display the screen below.  Click on **“Change a password.”**
4. Enter your old password in the box provided and your new password in twice as seen below. Click on the   icon when finished.   
     
   

