

Changing Your Password

Log onto your laptop.

- Click the **CTRL, ALT, DEL** keys at the same time

This brings up the Windows Security dialog box

- Click **Change Password** on the lower left

Change Password Window

- Put in your old password
- Put in your new password twice

New Password Requirements

- Minimum of **7** characters
- Must include an uppercase letter
- Must include either a symbol or number

Example: Falcons5

Click OK

Note: Passwords cannot be changed more than once every 24 hours.