

# Changing Your Network Password



The image shows a Windows XP 'Change Password' dialog box. The title bar reads 'Change Password'. The header area features the Windows XP logo and the text 'Microsoft Windows xp Professional'. Below the header, there is a copyright notice: 'Copyright © 1985-2001 Microsoft Corporation'. The main area contains five input fields: 'User name:' with the text 'cccb', 'Log on to:' with a dropdown menu showing 'LISD', 'Old Password:' with a single character '|', 'New Password:', and 'Confirm New Password:'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

To change your password:

1. Once you have logged in to your computer and you are looking at your desktop, press CTRL – ALT – Delete.
2. Click the Change Password button in the bottom left corner of this screen.
3. Your screen should now look like the one in this slide.
4. Enter your login name for User name.
5. Enter the password you have previously been using to log in.
6. Enter your new password, preferably a 6-8 digit combination of numbers and letters
7. Reenter your new password
8. Click OK