Changing your Password in Windows 200/XP and Winterms

Note: Your new password must be at least 5 characters long. A "strong" password is at least 8 characters, and includes a mix of upper/lower case, numeric and special (i.e. # % & <> ?) characters. DO NOT use: any word in a dictionary, especially the names or nicknames of your friends, relatives, pets, street address, city — anything that is easily associated with you.

- Once you have logged on Press the Press [Ctrl]+[Alt]+[Delete] keys all at the same time.
- Click on Change Password
- When Prompted Enter your
  - Username
  - Old Password
  - New Password
  - Confirm New password
- Click OK
• Click on Log Off

• Then Log On With your new Windows Password.
• You have now successfully changed your password

If you have questions, please contact the helpdesk at ext. 4357 or at helpdesk@nl.edu.