

Changing Your Password!

Your computer will let you know when your password is about to expire and give you the option of changing the password at that time.

If you want to change your password before it has expired after logging in hit Ctrl Alt Delete. Then choose Change Password... It will then ask for your old password then you will enter you new password in twice. Then click OK.

If you have let your password expire and the system will not let you log in you must call the Help Desk at 901-11026 or ext. 11026 to have your password reset.

*Reminder: Your password must be at least 8 characters and meet 3 of the four criteria (Upper case letter, lower case letters, numbers, and symbols ex: @ < # \$ %) and can not contain your user name or any part of your name.