

Changing your Computer/Network Password

You may change your password as often as you like, but you must be logged in as you (your Login Name) in order to do so.

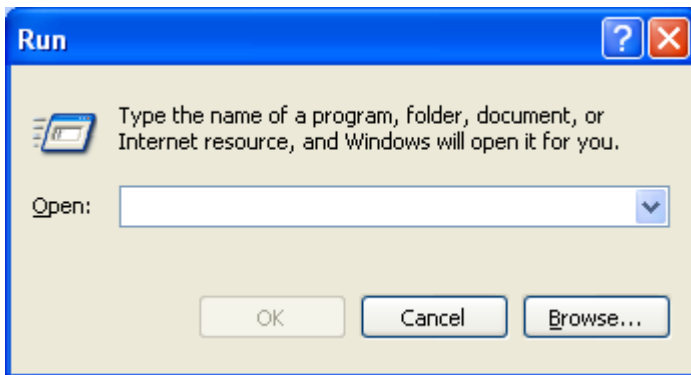
Follow the steps below to set your computer password.

After you log in:

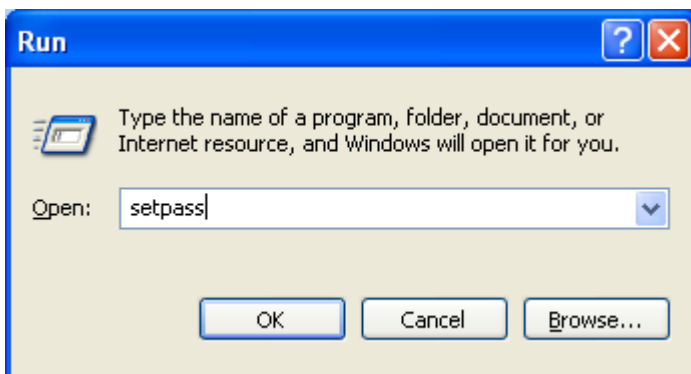
Click the START button (usually found in the lower left corner of your screen)

Click RUN

You will see the following:

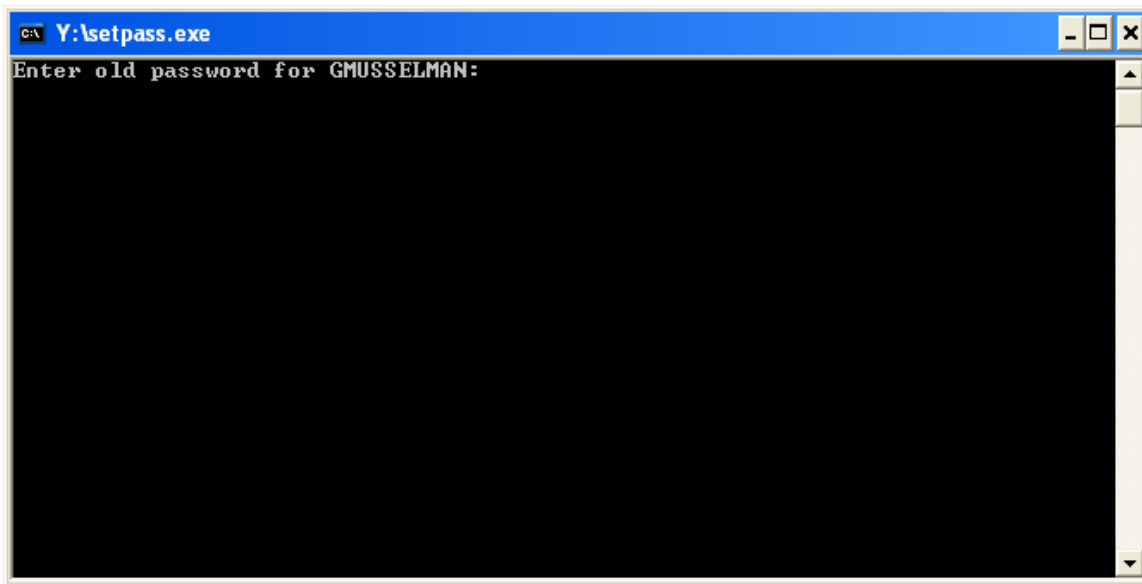


In the box where it says OPEN, type-----setpass (just as below)



After you do this, click OK. A screen like the following should appear:

Continued on next page:



NOTE: IN THIS STEP, YOU WILL NOT SEE WHAT YOU ARE TYPING APPEAR ON THE SCREEN. BE CAREFULL THAT YOU TYPE CORRECTLY, OR IT WILL NOT CHANGE YOUR PASSWORD, AND YOU WILL HAVE TO TRY IT AGAIN.

You should see your LOGIN NAME. Follow the prompts. If this is your first time logging in, you will need to enter-----password-----as your old p-word. You will then Press ENTER.

It will then ask your for your new password. Please choose something you will remember and type it, and press ENTER. It will then ask you to confirm your new password once again. Type it in, and press ENTER.

If all went well, you will use this new password from now on when you log onto a computer.

If you have any questions/problems, please contact:

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