

## How to Change Your Login/Email Password (You must be On-Campus to change your password)

STEP 1- **Log in to your computer as usual.**

STEP 2- **Press the Ctrl, Alt, and Delete keys on your keyboard all at once.**

STEP 3- **The Windows Security window will open.**



STEP 4- **Click on the Change Password button.**

STEP 5- **This will open the Change Password window.**



STEP 6- Next to **Old Password**, *Type* your current password.

STEP 7- Next to **New Password**, *Type* your new password.

STEP 8- Next to **Confirm New Password**, *Retype* your new password.

STEP 9- *Click* on the **OK** button. A message will appear, letting you know if the password change was successful. (If the change was unsuccessful, the message will tell you what the problem is. Correct the problem, then *Click* on the **OK** button.)

