To change your password on a school computer: (Please note, if you change your password before we finish our summer process, it will be changed back to the one that was emailed to you before school ended)

1. Login to the computer (which must be in one of the buildings and connected to our network by WiFi or plugged into the wall)
2. Once logged in, press CTRL+ALT+DEL
3. On this screen, click Change a password...

4. Your login will appear on the top row

   ![Image of login screen]

Your login name will appear here (such as Bill.Eckles)
5. Type in your old password

6. Type in your new password and retype the new password. If you get an error, it may be due to the fact you have used that password before. You will need to select a new password that is 7 characters long. Please refrain from using non-complex passwords such as 2345678 or first names.

7. If your password change did not work correctly after step 6 you may be using the incorrect old password. Please email bill.eckles@usd469.net to receive the correct log in information.