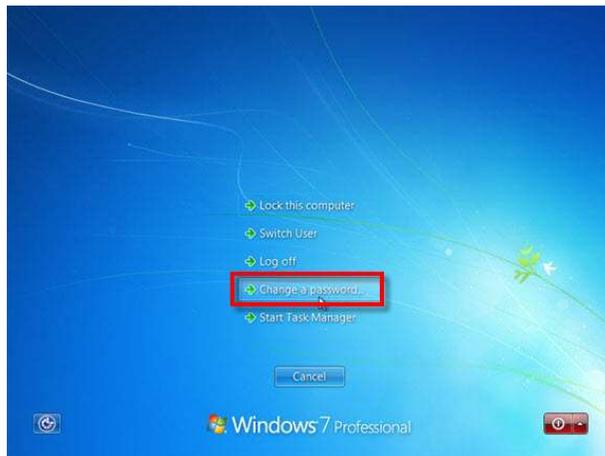


GOAL	Show end users how to change their network/computer passwords
AUDIENCE	All Staff
REQUIREMENTS	1.
AUTHOR	Shane Dahlstrom
CREATED ON	6-Mar-20
REVISION BY/DATE	6-Mar-20

**NOTE:** *These instructions are for changing a computer password that you already know – if you are having trouble logging on with existing password – please contact ICT Helpdesk on 91943224*

Once you are successfully logged onto your computer press Ctrl-Alt-Del on your keyboard. You will be presented with a screen similar to the one shown below. Click on **'Change a password...'**



**NOTE:** *this picture shows a Windows 7 computer, however this process is exactly the same on Windows 10, Windows 10 just will not have the "Windows 7 Professional" logo at the bottom of the screen*

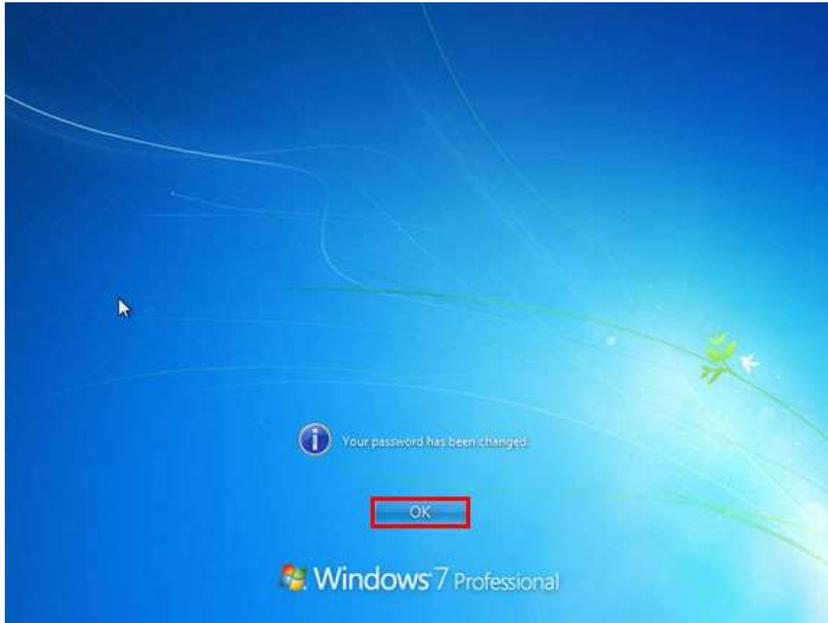
Now you will see a screen similar to this.



In the **'Old Password'** box enter your current password, then enter your **'New Password'**, and again in **'Confirm New Password'** field. Then click on the blue arrow pointing right.

**NOTE:** *Passwords will require at minimum a capital letter, lower case letter and a number or special character, they will need to be 8 characters long*

You should then receive a message stating that you have successfully changed your password, similar to this:



Please contact [itsupport@kamsc.org.au](mailto:itsupport@kamsc.org.au) if you have any issues with the process.