

# Password Change Instructions

## Windows2000/XP Professional Machines

1. Log in with your current ID and Password
2. Press CTRL-ALT-DEL
3. Click the button labeled “Change Password”



4. On the next Screen, leave the first 2 boxes as is.
5. Enter your OLD password on line 3
6. Enter your NEW password on line 4
7. Confirm your NEW password on line 5
8. Click OK.

Your password has now been changed.