

## How to Change Your Windows Password

The following steps will change your Windows password. Your Windows password change will be impact the following services:

Your desktop/laptop login

Your Outlook e-mail login.

Your Office 365 login

Your ManageEngine (technology ticket) login

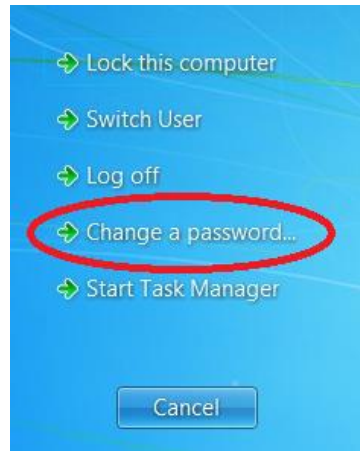
Internal wireless network "WISD-Internal"

### STEPS

1. Press the CTRL, ALT DELETE keys on your keyboard at the same time.



2. Your Windows background will change and you will be presented with a few options. Please click on “Change a Password...”



3. You will then be prompted to type in your old password (your current password)  
Type in your new password  
Re-type in your new password for confirmation.

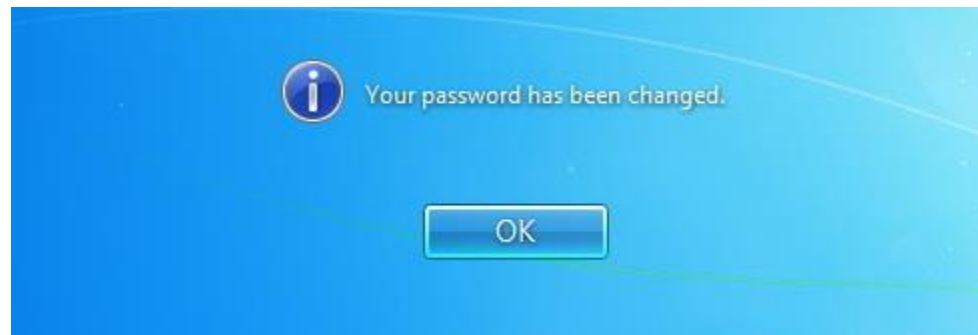
Your username should automatically populate in the top field, as shown below. If it doesn't, please type in WISD\your username



- When finished, click on the white arrow in the blue circle (indicated in red below).



- You will then get a notification stating your password has been changed. Once you receive this, click "OK" and your normal desktop should appear again.



- If you have any questions or concerns, please feel free to contact the IT Helpdesk at extension 1286 or reach out to me at [ahahn@washtenawisd.org](mailto:ahahn@washtenawisd.org).