

How to Change Your Active Directory Account Password

Changing your password is an important thing for you to do. It is recommended to change it at least every 3 – 6 months. It is also important that you logout or lock your computer at the end of each day, preferably that you do this whenever you are away from your computer for any long amount of time or have left for the day.

The difference between Logging Out and Locking your computer:

- When you logout you end your login session, this closes everything you may have open.
- When you lock your computer your login session does not close or end and you can log back in right to where you left off.

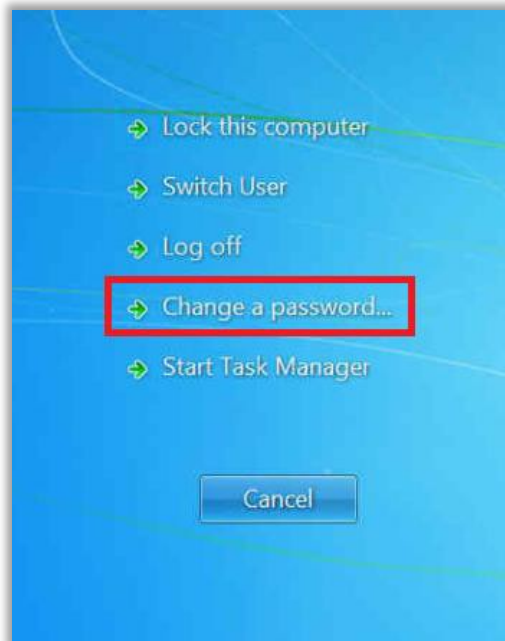
To lock your computer, you can either press Ctrl + Alt + Del and then select “Lock Computer” or press Windows + L. (The Windows Key is the key between the CTRL and ALT Keys)

Changing Your Password:

To change your password press Ctrl + Alt + Del and select “Change Password” in the menu. Then input your current password, then input and then confirm your new password.

(Below are examples of the menus for Windows 7 and Windows 10)

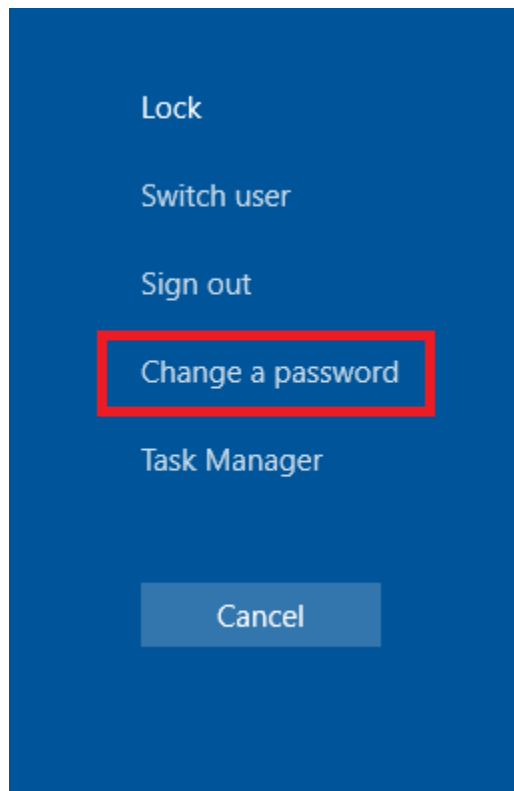
Windows 7



Updated: 2/1/2017



Windows 10



Updated: 2/1/2017

