

## Changing your **Windows Network, E-mail, and My Siena Password** On Campus Process

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If you are using a **Windows XP** computer, it is possible to change your password for the **Windows Network, My Siena** and your **Siena Email** accounts all at the same time. In order to accomplish this, you have to be logged into one of the computers at the Adrian campus of Siena Heights University. **You will be required to change your password every 120 days.**

You may complete the steps below to change the password for these accounts. This can be done during any time that you are logged on to the Windows network.

- ❖ Press the key combination **Ctrl + Alt + Del** all at the same time.
- ❖ The **Windows Security** dialog box will appear.
- ❖ Click **Change Password**. This appears at the bottom of the dialog box.
- ❖ The **Change Password** dialog box will appear.
- ❖ Click in the **Old Password** box and input your old password.
  - The **initial default password** is your **student ID number**.
  - If your student ID number is **less than six characters**, the number will be **preceded by zeros**.
  - If the ID number is **345**, the password will be **000345**.
- ❖ Click in the **New Password** box and input the new password. The **password** has to be at least **six characters** in length.
- ❖ Click in the **Confirm New Password** box and input the same password that was input into the **New Password** box.
- ❖ Click **OK** to close the **Change Password** dialog box.
- ❖ A message will appear saying the password has been changed.
- ❖ The **Windows Security** dialog box will display again.
- ❖ Click **Cancel** to close the **Windows Security** dialog box.
- ❖ At this point all the passwords (Windows Network, My Siena, and Email) should be changed.

If you are not taking classes on the Adrian campus, you may change your password through your Outlook Web Access account. For directions on how to accomplish this, please go to <http://www.sienaheights.edu/personal/csstrain/Outlook.htm>. Once you are in this site, click the **Change Password** link. If you encounter any difficulty with changing the password, please call the Help Desk (**517-264-7655**) and a student worker will assist you in changing your passwords. You may also call Wanda House (**517-264-7651**) for assistance in changing these passwords.