

CHANGING THE WINDOWS, E-MAIL, AND NETWORK PASSWORD

When logging on to Windows a dialog box will appear asking for a password. This password protects the computer so others cannot get into and make changes to the user's Windows program. In order to change the Windows password, the following steps need to be completed:

When using a **Windows XP** computer, it is possible to change the password for the **Windows Network**, the **Siena Email**, and the **Blackboard** accounts all at the same time. Completing the steps below will change the password for the three networks. This can be done during any of the time that the user is logged on to the 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 left side of the dialog box.
- ❖ The **Change Password** dialog box will appear.
- ❖ Click in the **Old Password** box and input the old password (Faculty/Staff/Student ID number).
- ❖ Click in the **New Password** box and input the new password.
- ❖ 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.
- ❖ Click **OK** again to close the **Windows Security** dialog box.
- ❖ At this point the passwords for the three systems (Windows Network, Siena Email, and Blackboard) should be changed.