

**\*\*To Change Your Password\*\***

1. Logon to a PC computer on campus through the Windows login using your Username and current password.
2. Hold down the Ctrl, Alt, and Delete keys.
3. Click change password.
4. Type in your old password.
5. Type in your new password twice.
  - a. New passwords must have at least 6 characters.
  - b. New passwords must have at least one number and one letter.
6. Click OK. This will change your Windows login, Groupwise, and WebCT passwords.

