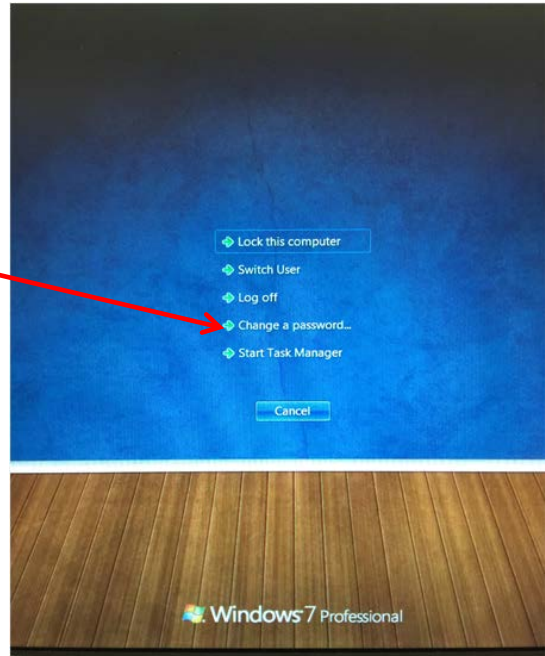


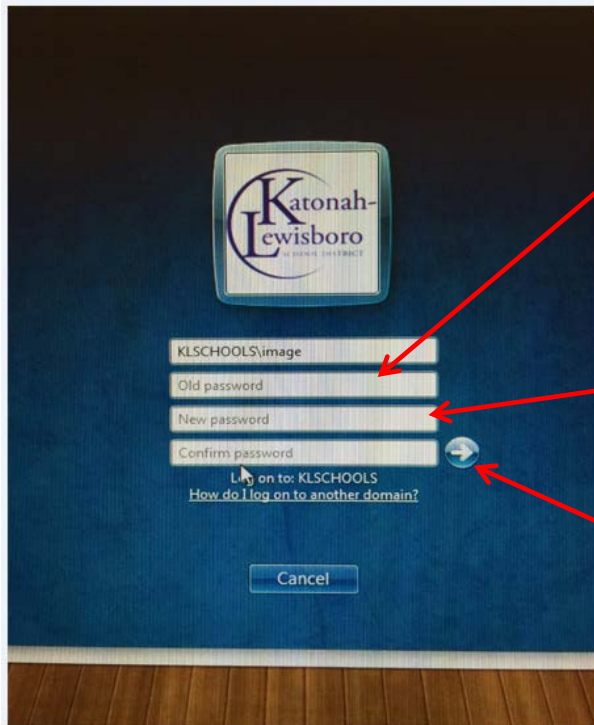
# Self-initiated Password Change

Log into a Windows workstation. After logging in, **simultaneously press the CTRL+ALT+DEL keys**. The screen below will appear.

Select or Click the  
“**Change a Password...**” option  
pointed by the arrow.



The screen below will appear.



Type your **Old Password**, which is your current one.

Then, type your new password using **similar** naming conventions as provided: **Rock9#zen** or **@1Moraing**. Retype your new password.

Then **Click the Blue Arrow button**.

**Please Do Not press Enter—it will cancel what you just did.**

**Password naming conventions: minimum 8 characters with a capital letter and a number. To make it stronger, include special characters (! @ # \$ % & \*). Do not use old passwords or include a portion of your username.**