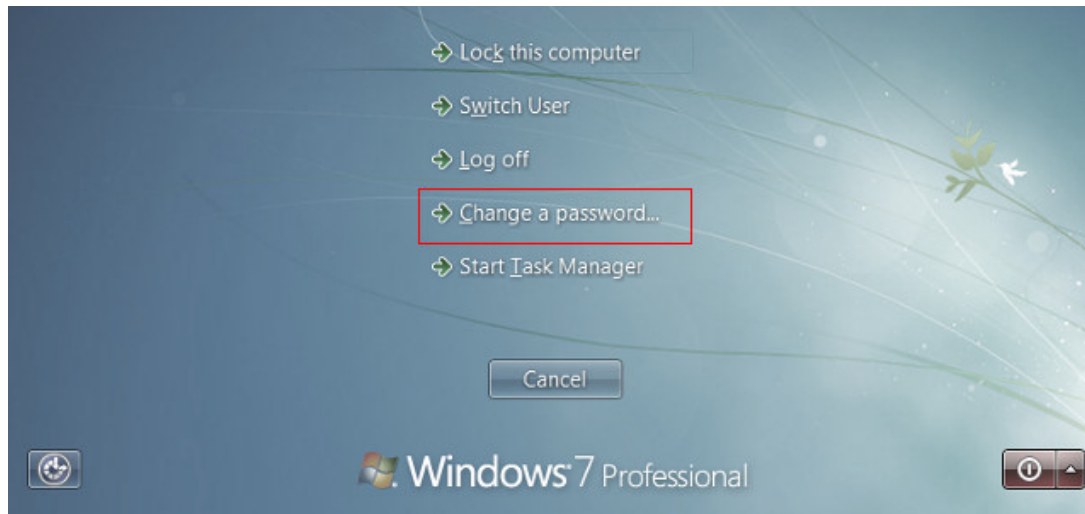




# Changing Your Password from a Workstation

User can change their Active Directory password after logging into a Windows computer that is a member of the *graniteschools.org* domain.

1. Log into the computer.
2. After login, hold down the **CTRL** and **ALT** keys, then press **DEL**.
3. Several options will appear.



Click on **Change a Password**.

4. A Change Password form will appear.



The screenshot shows the Windows Change Password dialog box. At the top is a square icon with a sunflower. Below it are four text input fields: the first contains 'GRANITESCHOOLS\gsmith', the second is labeled 'Old password', the third is labeled 'New password', and the fourth is labeled 'Confirm password'. To the right of the 'Confirm password' field is a right-pointing arrow button. Below the fields, it says 'Log on to: GRANITESCHOOLS' and has a link that says 'How do I log on to another domain?'.

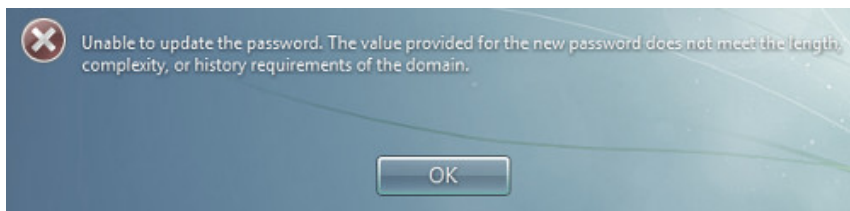
- a. Enter your current password in the **Old Password** box.
- b. Enter a new password in the **New Password** and **Confirm New Password** boxes.

Passwords cannot contain three or more consecutive letters from your first or last name. You cannot reuse old passwords or base your new password on a previous password. Passwords must include three out of four of the following requirements:

- an upper case letter
- a lower case letter
- a number
- a special symbol (For example: !, \$, #, or %)

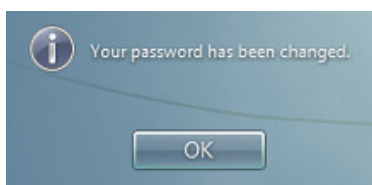
- c. Click on the arrow icon.

5. If your new password does not meet the complexity requirements, you may see an error message.



Click **OK** and enter a new password, using the requirements listed in the previous step.

6. A different message will display if the password change was successful.



Click **OK**.