# Password change instructions for users with a District-Supplied Windows workstation

Before you begin, please make sure you are at one of the school district sites connected to the school district network (WiFi).

1. Login to your computer using enter your existing username (first name_last name) and current password to login to your account.

2. Once you are logged in and at the main desktop screen press Ctrl + Alt + Del keys together from the keyboard and you will be taken to a screen, select "Change a password".
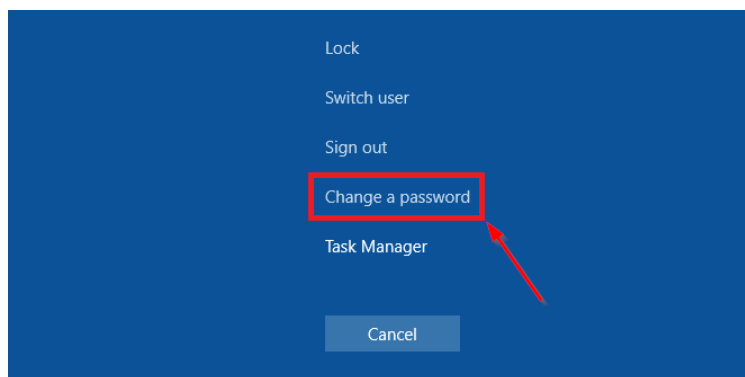
3. If you see the following screen, this means you have a Windows 10 PC and can continue with step 3. Otherwise, skip to step #4 for Windows 11 instructions. Enter your existing password and then enter your new password <u>twice</u>. Press enter or click on the arrow to submit the new password. You will receive a message indicating that you have successfully changed your password now.
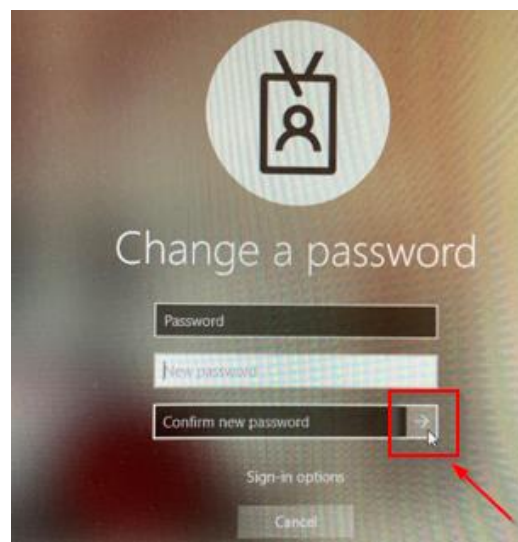
4. Windows 11 PC users will be redirected to myaccount.microsoft.com. Select "Change Password" from the displayed tiles. Enter your old password and then enter your new password <u>twice</u>. Click on "Submit" and you have now successfully changed your password.
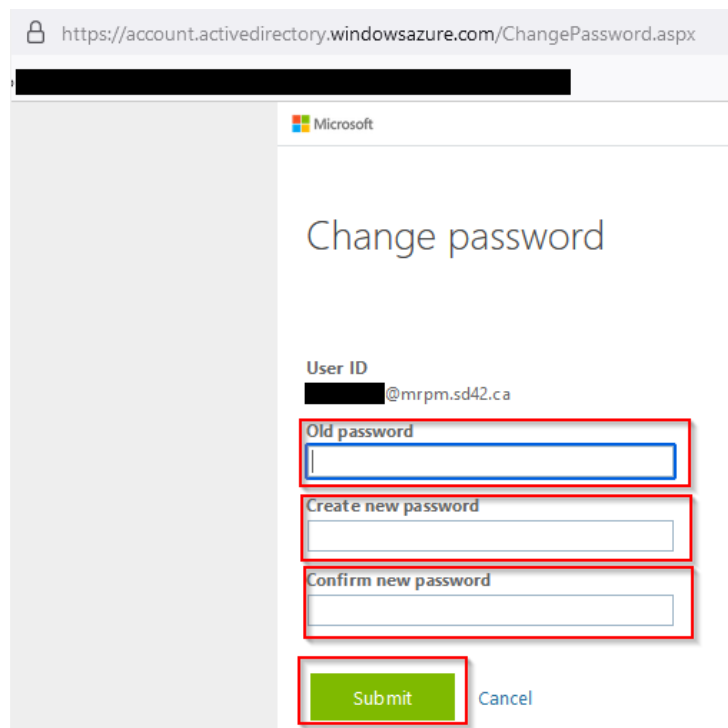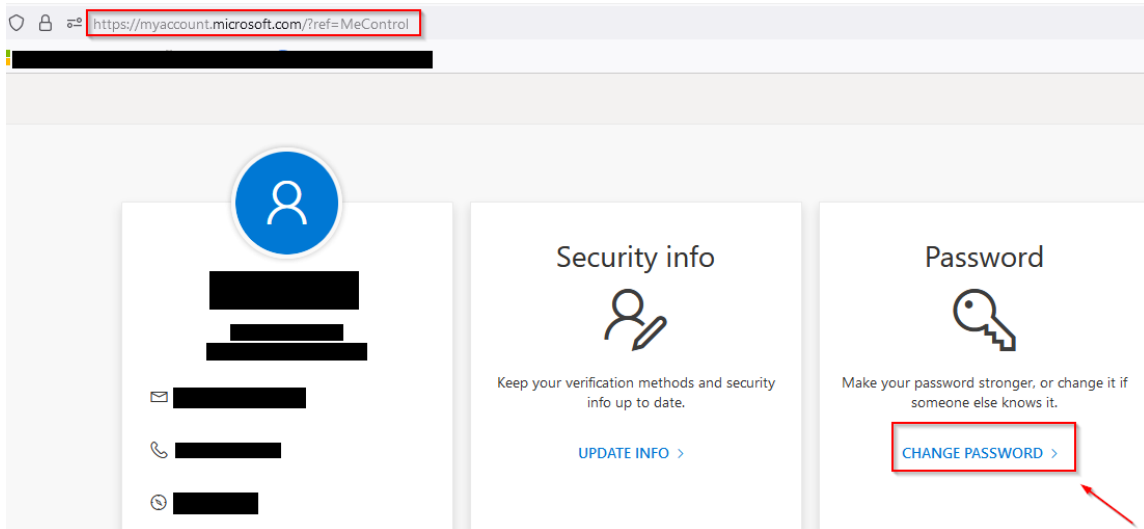
Please note it may take 5 mins to reflect the password changes to all your accounts. If the changes didn't get reflected, reopen the applications, and at the prompt enter your new password.

5. The final step is to test printing.
   a. Open a document and print it. If the authentication dialog box pops up, please enter your new password. You may have to repeat this step the first time you print to each printer you have installed.
   b. If you encounter any errors or can't print, please call the IT Helpdesk or open a ticket. https://helpdesk.sd42.ca

Note: After changing your password you will be prompted to put in your new password in these applications and possibly others.

- Outlook
- OneDrive
- Word, Excel, PowerPoint