How to change your password

1. Login to your office computer

2. Once you login, press ‘CTRL + ALT + DEL’ on the keyboard simultaneously

3. Select ‘change password’ from the lists
4. Enter your ‘old password’

![Image of old password entry]

5. Enter ‘new password’. Re-enter ‘new password’ to confirm. Press ‘ENTER’ or click the arrow to continue.

![Image of new password entry]
6. You have successfully changed your password. Press ‘ENTER’ or click ‘ok’ to continue.