

Quick Tips

For

Changing Your Network Password

Your password is a unique combination of letters and numbers used to protect your account.

If you want to change your password before you are prompted, follow the instructions below. All new passwords must be at least five characters in length.

A. To change your password in a Windows Environment :

1. Press and hold, in the order given, the Ctrl + Alt + Delete keys.
2. Click Change Password. The Change Password dialog box appears (pictured below).
3. Type your current password in the Old Password field.
4. Type your new password in New Password
5. Type the new password again in Confirm New Password.
6. Click OK.

B. To change your password through Webmail (also applies to Mac) :

1. Go to Options
2. Scroll to 'Change Password'.
3. At Internet Service Manager - Follow Prompts

C. To change your password at the Help Desk - Show a Valid Picture ID
