

## Windows VISTA Password Change

### Steps to change the password if it has expired:

- If your password has expired you will receive the following message. Click 'OK'.



- The following screen will appear for you to enter your Username, Old Password, and New Password with confirmation in the appropriate text boxes. Click the arrow when completed.



- Windows will display the following message when you have successfully changed your password:



### Steps to change the password if it has not expired:

- Windows Vista will alert you that your password will expire, with a bubble on the task bar in the right hand corner.



- Hit Ctrl+Alt+Delete then click "Change a Password..."



- The following screen will appear for you to enter your Username, Old Password, and New Password with confirmation in the appropriate text boxes. Click the arrow when completed.



- Windows will display the following message when you have successfully changed your password:

