

Changing your Computer Password

In today's age, it is important that we maintain a level of security with our computers. Changing your TPS computer password is required for many, and certainly recommended for all every 90 days. After changing your password, you may wish to write it down and keep it in a secure location.

Changing your password is something you want to do from within the district. If you have a laptop computer, I recommend that you restart your computer from work one time before taking your laptop home with you. Also, remember when you change your password, that also changes your email password.

To change your password, complete the following steps.

1. On your computer keyboard, press Control (ctrl), alt and delete keys together.
2. On the Novell Client for Windows screen, select *Change Password*.
3. Enter current password in the **Old Password** field.
4. Enter the new password you desire in the **New Password** field.
5. Repeat your new password in the **Confirm New Password** field and click **OK**.

If you are unsure of the requirements for your password, you can click the **Password Policy** button. This will show you the rules for your particular password.

If you still need help with your password, please contact BERT at 571-2378.