How to Change Your District Password on Your District Computer

YOU MUST BE ON THE DISTRICT NETWORK TO CHANGE YOUR PASSWORD. If you are not on the district network, and need to change your password, please call Technical Services: 972-600-5270

1. Log in to your computer using your current username and password.
2. Once you have logged in, press CTRL+ALT+DEL, then select Change a Password

![Change a Password](image1)

3. Enter your username, old password, and new password (twice) as prompted, then select the arrow to continue.
   a. Your new password must have at least 8 characters, cannot include your first or last name, and must contain 3 of the 4 requirements:
      i. Uppercase letter
      ii. Lowercase letter
      iii. Numerical digit (0-9)
      iv. Non-Alphanumeric character ($#@%*)

![Password Entry](image2)

4. This will immediately update all web-based applications. Your Google Account will not update until the following day.