How to Change Your District Password on Your District Computer

<mark>YOU MUST BE ON THE DISTRICT NETWORK TO CHANGE YOUR PASSWORD.</mark> **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**

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-Alphanumerical character ($#@%*!)

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