Changing your User Password

Your password on your personal or professional device should be updated regularly for security reasons.
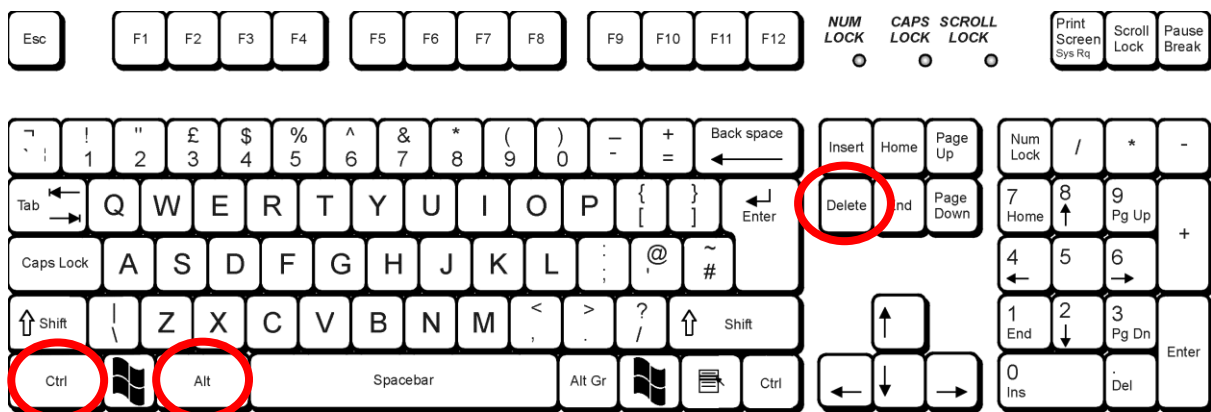
Often you will be given prompts to change your password so that you are adhering to the standards of security that need to be upheld.

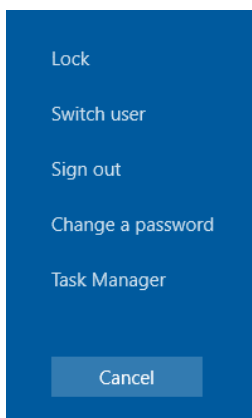It is not difficult to change your password and should only take 2 minutes

How to Change your Password

There are only 3 Simple steps that you need to do:

1. When you are already logged on to your PC press the control, alt, and delete buttons at the same time on your keyboard.
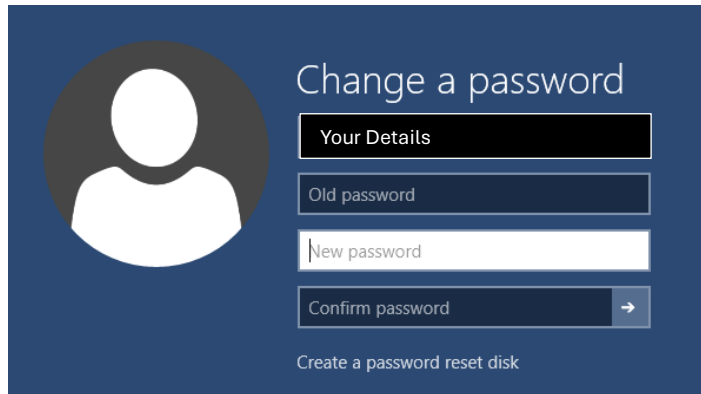

2. The computer will then open up this screen or one very similar depending on your specific computer.

3. Simply Click Change a Password then this new screen will appear

   o The first box will contain your details

o You will then need to enter your old password and your new password

o When setting a new password you can consult our guidance on making a new password with the right level of complexity on this link.

Change a password

Your Details

Old password

New password

Confirm password →

Create a password reset disk