

# Password Change Procedure

## Active Directory (Computer/ClassLink)

If you have forgotten your password and need it to be reset, please enter a HelpDesk ticket or call the HelpDesk extension.

If you are using a Chromebook or personal device, use the instructions [here](#).

1. Press Ctrl + Alt + Delete on your keyboard
2. Click "Change a password"
3. Enter your old password in the "Old password" box
4. Enter your new password in the "New password" box
5. Enter your new password again in the "Confirm password" box to confirm
6. Press Enter on the keyboard to submit.

## Password Requirements

Passwords must be a **minimum of six characters** in length and must contain **characters from three of the four categories** below. The password **must not contain** your **name** or **username**.

- Uppercase letters (A-Z)
- Lowercase letters (a-z)
- Numbers (0-9)
- Special characters

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