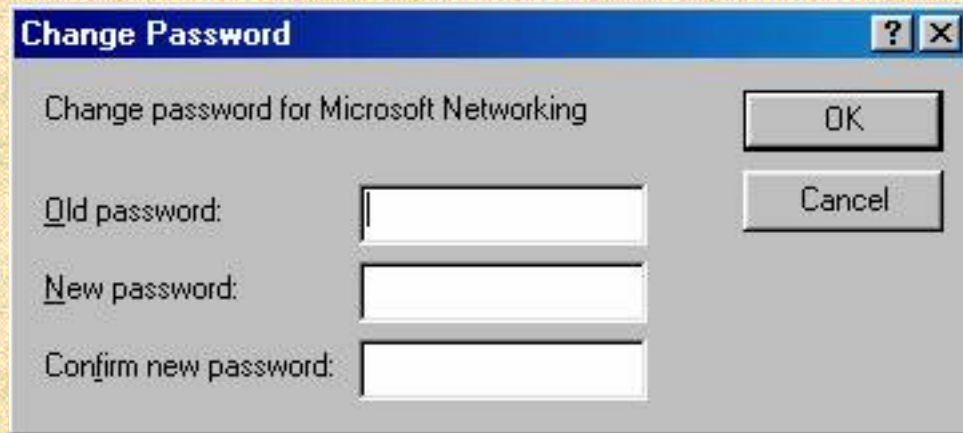


What if I get a message saying my password has expired?

When logging in and unexpectedly you are informed that your password has expired you should click ok to the message and you will be given a password change box.



The image shows a standard Windows-style dialog box titled "Change Password". The title bar is blue and contains a question mark icon and a close button (X). The main area of the dialog is light gray. At the top, it says "Change password for Microsoft Networking". Below this, there are three text input fields stacked vertically. The first is labeled "Old password:", the second "New password:", and the third "Confirm new password:". To the right of these fields are two buttons: "OK" and "Cancel".

- 1) At the password change box type your old password (your normal password you use to access the network).
- 2) At the new password blank type a new password that you wish to have.
- 3) In the last blank confirm the new password by typing it again.

You should receive a message informing you that your password successfully changed.

If you have problems changing your password you should submit a ticket (tickets can be found in the main office) or email to your local technology dept.