**Instructions for changing a user’s password on Windows XP, Windows Vista, and Windows 7**

###### Changing a password on Windows XP

Changing a user's password can only be done on a computer that is part of the network.

1. Press **Ctrl+Alt+Delete**.The **Windows** **Security** box will pop up (see ).



Figure 1

1. Click **Change Password.** The **Change Password** window will open (see ).



Figure 2

1. In this window enter your old password. Then enter a new password and confirm it before clicking OK. The **Your password has been changed** window will appear (see ).



Figure 3

1. Click **ОK**, and the **Windows Security** window will reappear. Click **Log Off** (See ).



Figure 4

1. Confirm that you wish to log out by clicking **Log Off** (see ). Then log into the system with your new password.



Figure 5

######

###### Changing a password on Windows Vista or Windows 7

Changing a user's password can only be done on a computer that is part of the network.

1. Press **Ctrl+Alt+Delete**.Thefollowing box will appear (see ).



Figure6

1. Click **Change a password**. The following window will appear (see ). Select your user name (in this example it is STAFF\user) and click on the icon. The following window will open (see ).



Figure 7



Figure 8

1. In this window enter your old password. Then enter a new password and confirm it before clicking the  button. The **Your password has been changed** window will appear (see ).



Figure 9

1. Click **OK**.