Staff changing computer password

Rhys Lyford - 2026-11-26 - User Accounts & Passwords

How do I change my computer password?

Changing Password Using Ctrl + Alt + Delete (Windows):

Press Ctrl + Alt + Delete:

While logged into your Windows computer, simultaneously press the Ctrl, Alt, and Delete keys on your keyboard.

Select "Change a Password":

After pressing Ctrl + Alt + Delete, a menu should appear.

Click on the "Change a password" option.

Enter Current and New Passwords:

You will be prompted to enter your current password in the first field.

Then, type your new desired password in the next two fields.

Note: Ensure your new password meets any complexity requirements set by your organization, such as minimum length and inclusion of uppercase letters, lowercase letters, numbers, and special characters.

Confirm Password Change:

Once you've entered your current and new passwords, click "Change password" to confirm the change.

Log In With New Password:

After changing your password, log out of your Windows session.

Log back in using your new password to ensure it works correctly.

Contact IT Support: If none of the above steps resolve the issue, contact your IT support team for further assistance. They may need to perform additional troubleshooting or repairs to resolve the problem.