

PASSWORD CHANGE



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Microsoft requires a password change **every 90 days** for student in LWSD. All students must do this, even students who use a personal laptop. Students who use a personal laptop can do this in the EHS Library on a loaner when school is in session, and we are open. If students wait too long they will get locked out of their account and have to come to the library for a password reset which is a loss of class time and inconvenience for the student. Students can do this themselves on their school laptop using these directions:

1. Press control + alt + delete at the same time
2. From the choices select "change password"
3. Type in old password
4. Create a new password and **TAKE A PICTURE** of the new password or write it down (so you can look it up if you forget it)
5. Password Requirements
 - ten characters in length
 - one lower case letter
 - one upper case letter
 - one number
 - one symbol
 - no part of your name or previous password