

Changing Your Network Password on Your Windows Workstation

Below are some important issues to understand while working with your workstation on a Microsoft Network:

Passwords are case sensitive. Be careful to pay attention to upper and lower case characters and the Caps Lock key.

To bypass the network (in cases when the network system is down) please reference the "Login Procedures for Standalone Workstations" found on the IT Training Center web site at http://www.oakgov.com/ittrain/assets/docs/xp_workstation_login.pdf

Password Change Procedures when Password Expires:

1. From the **Login Screen**, press **Ctrl+Alt+Delete** to access the Microsoft logon window.
2. Click the **OK** button to acknowledge the **Oakland County Warning Banner** and bring up the **Microsoft Logon** screen.
3. From the **Logon** screen, type your **last name** and **first initial** in the **User name** field.
4. Type your **network password** in the **Password** field.
5. Confirm that **OAKNTDM** is in the **Log on to** field. If not, click the **down arrow** and select **OAKNTDM**.



6. Click the **OK** button.

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7. You will then see a screen that tells you that your password has expired. Click the **OK** button. You will need to enter a new password.

The password length must be at least six characters and must be different from the previous password.

All passwords must contain characters from three of the following four categories:

- Uppercase English alphabet characters (A through Z)
- Lowercase English alphabet characters (a through z)
- Arabic numerals (0 through 9)
- Special characters such (e.g. ! \$ # %)



8. In the **Old Password** field, type your **current password**.
9. In the **New Password** field, type a **new password**.
10. In the **Confirm New Password** field, re-type your **new password**.
11. Click the **OK** button. The system will then display the message; **Your password has been changed**.
12. Click the **OK** button. The system will continue with the login process. There are two Domain Logon Script screens displayed to assist in letting users know when they have connected to the network. **Do not close these screens**. Premature closing will halt the connection process. When the login process is successful, you will be at the Desktop.

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Changing Password while Logged in Procedure:

If you wish to change your password before it expires, follow the procedure below. This procedure assumes that you are logged in and at the Desktop.

1. From the Desktop, press **Ctrl+Alt+Delete**.
2. From the **Windows Security** screen, click the **Change Password** button.

The following screen will appear to allow you to change your password.



3. In the **Old Password** field, type your **current password**.
4. In the **New Password** field, type a **new password**.
5. In the **Confirm New Password** field, re-type your **new password**.
6. Click the **OK** button. The system will then display the message; **Your password has been changed**.
7. Click the **OK** button.
8. Click the **Cancel** button from the **Windows Security** screen to return to Windows.

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Trouble-shooting the Login Process:

If you have problems logging onto the workstation, you should check the following settings and procedures prior to calling for technical assistance.

1. Try to login again but be careful of typographic errors in your **Password** and/or **User name**.
2. Retry your **Password** with **Caps Lock** active and again without **Caps Lock**. (When your password was first keyed in, the **Caps Lock** might have been inadvertently on or off).
3. Confirm that the **User name** is correct. Your user name is your last name and first initial, lowercase, no spaces (e.g. smithj is the user name for John Smith).
4. Confirm that your domain is set properly. At the **Logon Information** window, confirm that **OAKNTDM** is in the **Log on to** field. If not, click the **down arrow** and select **OAKNTDM**, and try again.
5. If the network is not functioning, please reference the "Login Procedures for Standalone Workstations", found on the IT Training Center web site.

If you are still experiencing problems logging onto your workstation, please call the IT Service Center at (248) 858-8812.

xp_workstation_change_password.pdf
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