



PASSWORD CHANGE | Windows Device

SUMMARY: For those who would like to change their LISD password on a district-issued windows device, please complete the following steps.

WINDOWS SECURITY

Access the Windows Security menu to access to view special system control options.



STEP ONE

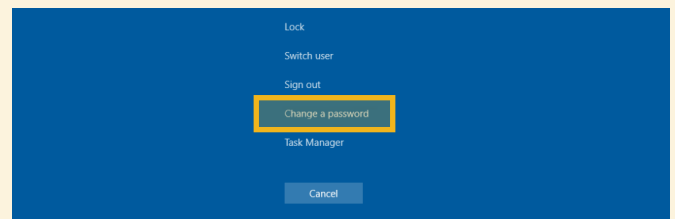
While logged into the Windows device, press the **Ctrl + Alt + Delete** buttons on the keyboard simultaneously.

INITIATE PASSWORD CHANGE

The “Change a password” option will initiate the password change process.

STEP TWO

Click on the **Change a password** option from the Windows Security menu on the following screen.



CHANGE PASSWORD

A new password can be created in the Enterprise Connect application.



STEP THREE

Type the current password in the **Old password** field.

STEP FOUR

Type the updated password in the **New password** field.

Please refer to the LISD Password Policy when creating a new password.

CONFIRM PASSWORD

Confirming the new password helps ensure the accuracy of the previous entry.

STEP FIVE

Enter the new password again in the **Confirm Password** field.

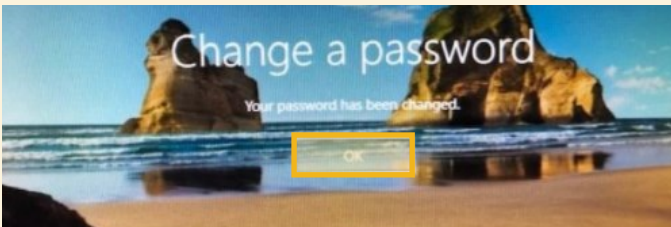
STEP SIX

Click on the **right arrow** to continue.



RETURN TO DESKTOP

Once the password has been changed successfully, the user can return to their desktop.

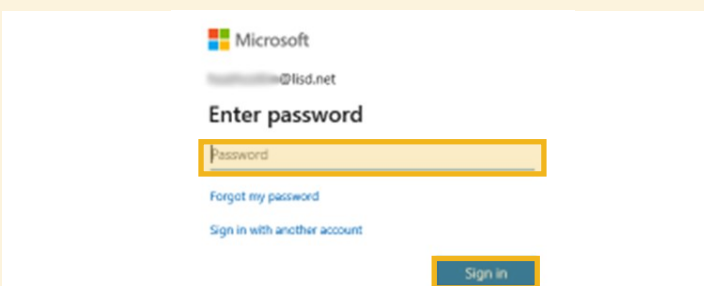


STEP SEVEN

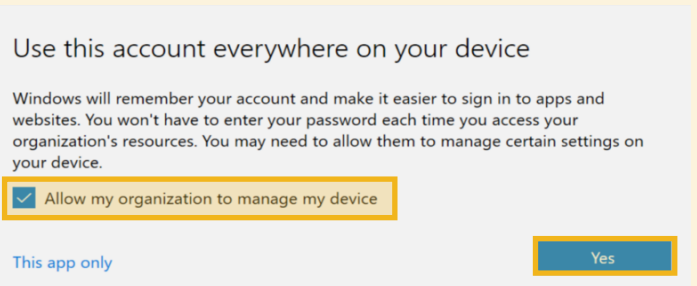
Click on the **OK** button to return back to the desktop.

ADDITIONAL UPDATES

The new password still needs to be updated in other locations, like the Outlook app.



This window will appear after closing and re-opening the Outlook app. Enter the new password and click on the **Sign in** button.



Click on the **Yes** button after selecting “Allow...” to apply the updated account information everywhere on the device.

OVERVIEW

1. Press *Ctrl + Alt + Delete* on the keyboard simultaneously.



2. Click on the *Change a password* option.



3. Enter the *Old password*.



4. Enter the *New password*.



5. *Confirm* the new password.



6. Click on the *right arrow*.



7. Click on the *OK* button.