

How to change your login password using the college PC

Follow these steps:

- 1. Logon to your PC/Laptop with given password
- 2. Now press Alt+Ctrl+Del button together and you can see an option "change a password".
- 3. When you select that a new screen will come up
- 4. It will ask you to put your old password and type new password.
- 5. Type old and new passwords and make a note of new password you just chose. (new password should be at least six characters).
- 6. Next time logon with new password.