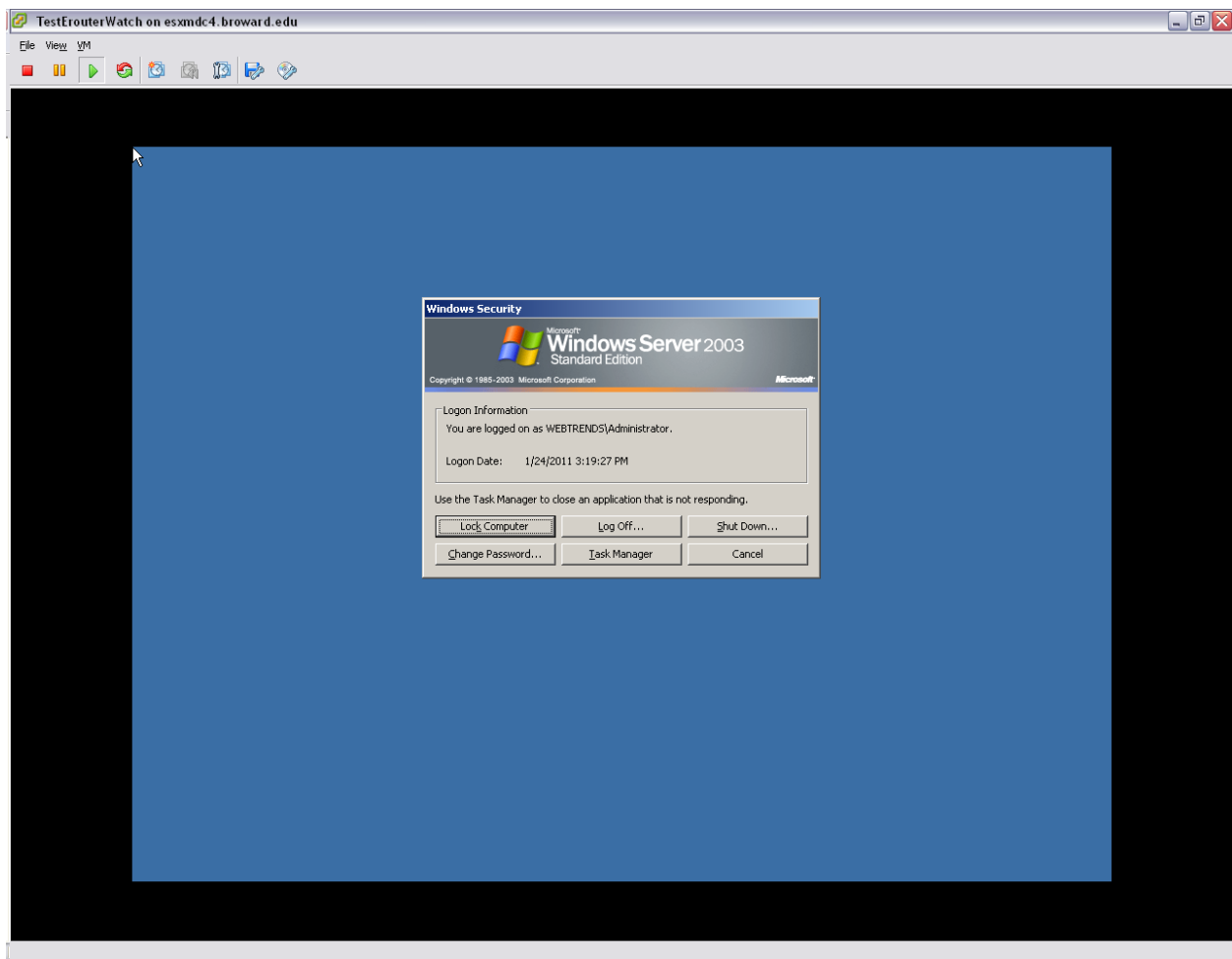


How to Reset your Password on Windows

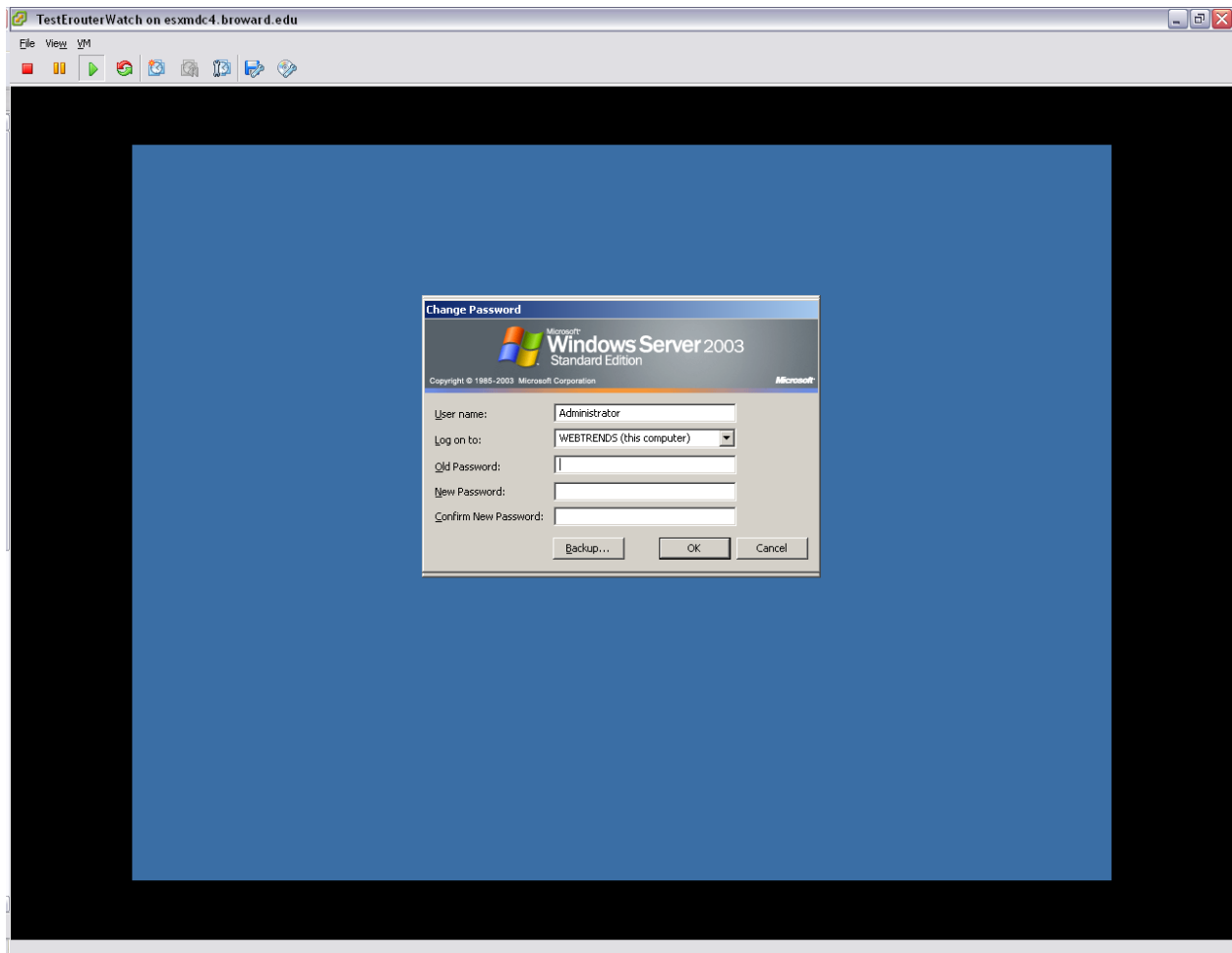
Note: These instructions will work for both Windows XP and Windows 7. The screenshots used here will look most like Windows XP, but the Windows 7 screens will be nearly the same and these instructions should work on either operating system.

Log into your Broward College Computer Workstation. If your password is expired or will soon expire, Windows may prompt you to change your password. If it does not follow these steps below:

1. Once you login to your workstation, press **Ctrl-Alt-Delete** on your computer keyboard all at the same time.
2. Verify that your username is correct and that the domain (the Log On field) is set to BCEDU. Then click "**Change Password**"



3. In the appropriate field enter your old password, than your new password twice. Make sure your new password meets the new password requirements as listed below:



Please refer to the college policy for password guidelines

Title: College Network and Software Usage by Employees

Number: **A6Hx2-8.01**

Legal Authority: Florida Statutes: Chapter 119 – Public Records, Chapter 815 – Computer Related Crimes, Chapter 1001.65 - Community college presidents; powers and duties