

How to change Network Password

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Please follow the instructions below to change your Network Account password using your Mercy Flight office Windows computer: (Note: you MUST use a computer located at one of the bases, you cannot do this remotely)

1. Close all running programs and press the **CTRL+ALT+DEL** keys simultaneously.
2. Click the **Change a password** option.
3. Type your current password, and your new password, twice, in the the listed boxes.
4. Click the **arrow** button or press Enter. You should see a confirmation message.
5. Log off your computer and log back in to try the new password.

Best Practice in Choosing a Password:

Please use the following rules and suggestions for maximum effectiveness.

- Change your password at least twice a year.
- It should have a **minimum** of **8** alphanumeric and special characters.
- It should contain at least three of the four types of characters - uppercase, lowercase, numbers and special characters. Be creative, but also choose a password that you can remember!
- It should not include your username, first or last name or your spouse's name. Also, do not use dictionary terms, computer names, house addresses, phone numbers or all numbers.



Password, Change, windows, account

Details

Category

Network/Logon/Scan/ Folder Permissions

Subcategory

Network Password Problem