

# Changing Your Active Directory Password

Note that your Active Directory password expires every 90 days. You can change your password more often if desired. If you are warned that the password is going to expire, you should change it at your earliest convenience. If your password expires you will be locked out of Campus, SPPS Apps and other online systems and may have difficulty logging in to computers. If you have issues logging in please contact the Service Desk at 603-HELP (34357).

NOTE: Active Directory is a shared login system. Changing your Active Directory password will change it for all computers and services that use Active Directory (i.e. Campus, SPPS Apps, Destiny, etc)

## Changing Your Password on a PC

### Windows XP

1. Login with your AD account (e111223).
2. From the Desktop press Ctrl+Alt+Del
3. The "Windows Security" window opens, select "Change Password" button to change your AD password.



4. Type your current AD password in the Old Password box, Type your new password in the New Password box and Confirm Your Password box. Click OK to Save



5. Click OK on the confirmation pop-up.

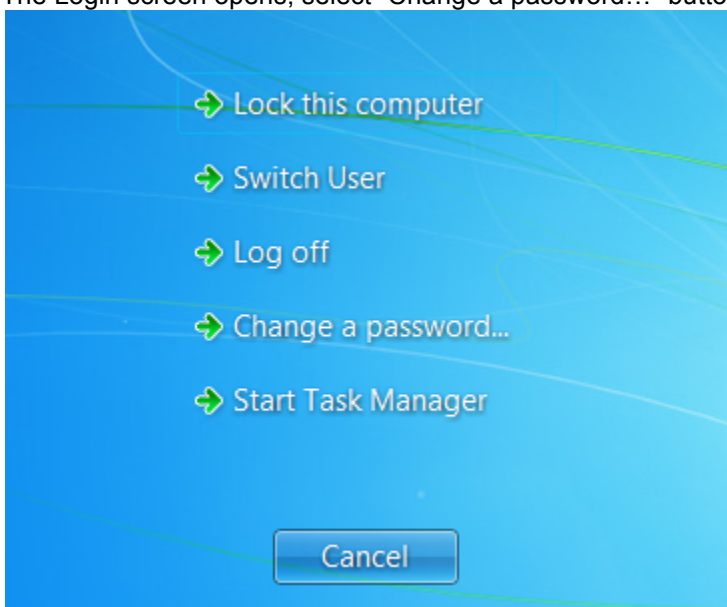


6. Click Cancel to go back to your Desktop.

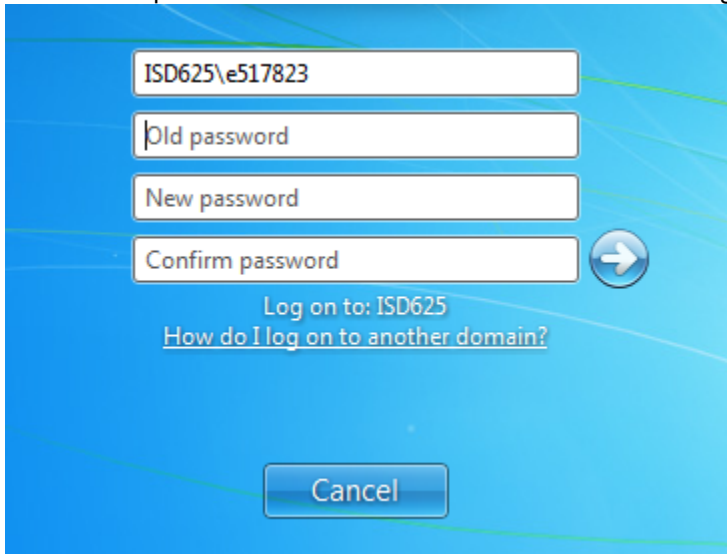


## Windows 7

1. Login with your AD account (e111223)
2. From the Desktop press Ctrl+Alt+Del
3. The Login screen opens, select "Change a password..." button to change your AD password.



4. Type your current AD password in the Old password box, type your new password in the New password box and Confirm password box. Click the arrow to save the change.



The image shows a Windows password change dialog box with a blue background. It contains four text input fields: the first contains 'ISD625\e517823', the second is labeled 'Old password', the third is labeled 'New password', and the fourth is labeled 'Confirm password'. To the right of the 'Confirm password' field is a circular button with a white arrow pointing right. Below the input fields, the text 'Log on to: ISD625' is displayed, followed by a blue underlined link that reads 'How do I log on to another domain?'. At the bottom center of the dialog is a blue 'Cancel' button.

5. Once you are back to the Login screen click Cancel to go back to your Desktop.