

PASSWORD RESET

Created 7/28/21

Rev. 1

Created by Ivanf@tsscs.org

Table of Contents

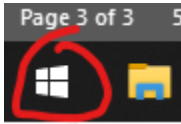
1.....Table of contents

2-3.....How do I reset my password after 90 days?

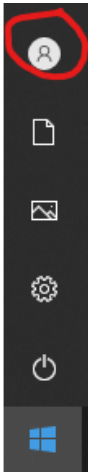
How do I reset my password after 90 days?

Step 1 – Verify that you are indeed logged into your computer.

- i. Click on the start button.

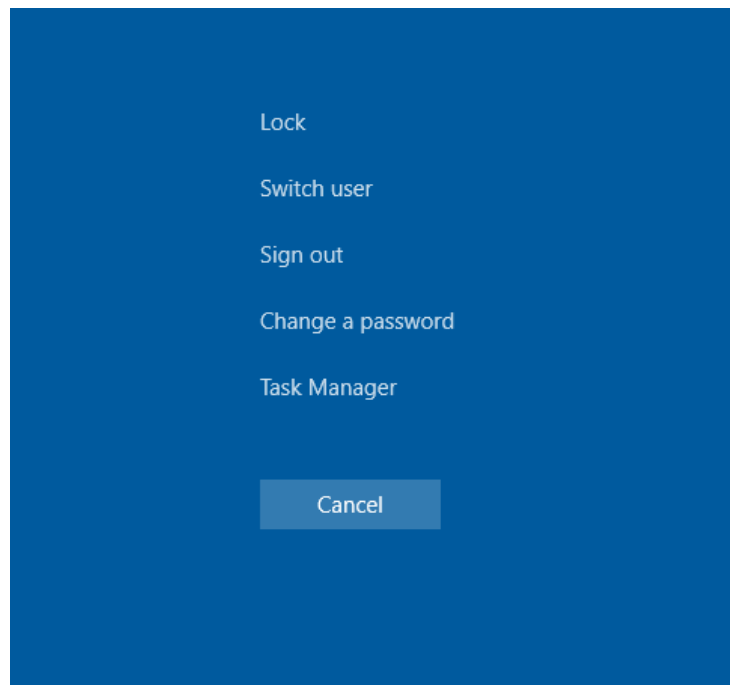


- ii. Once the menu opens up, simply hover your mouse over the icon that looks like a person.

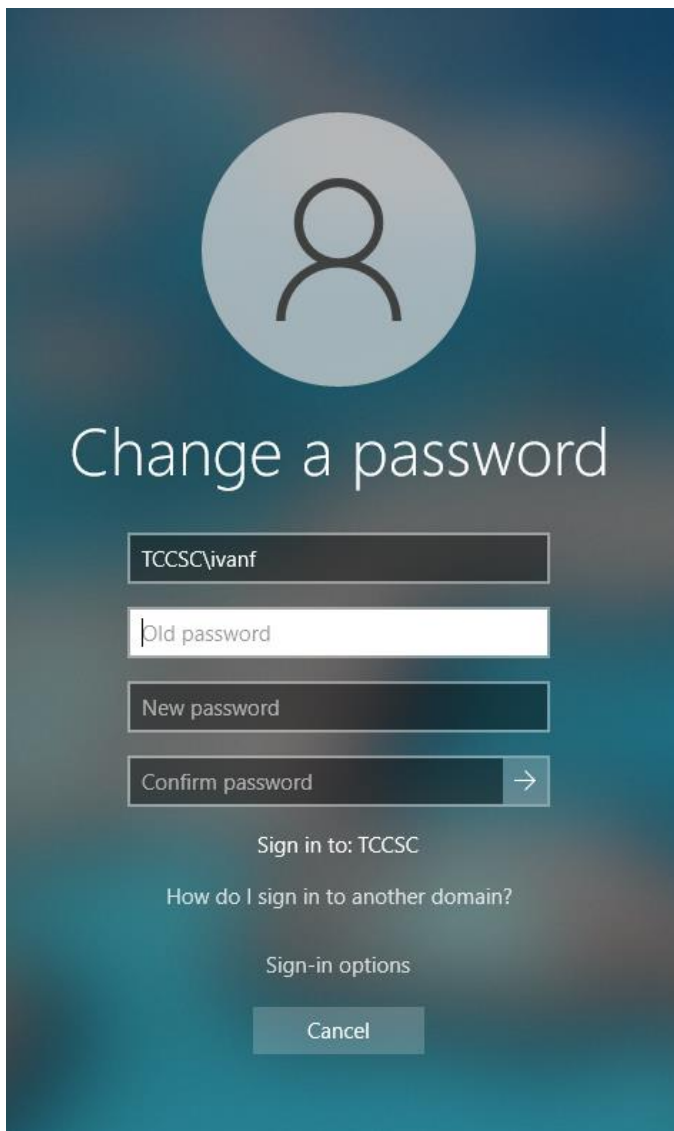


- iii. You should see your name. If not, log out of the computer and log back in as yourself.

Step 2 – Once you are signed in, press “Ctrl+Alt+Delete” simultaneously. The screen should change showing the following options:



Step 3 – Click on “Change a Password”. This will cause this screen to come up:

The image shows a Windows login screen with a dark blue background. At the top, there is a circular icon representing a user. Below it, the text "Change a password" is displayed in a large, white, sans-serif font. Underneath the title, there are four input fields: the first contains the text "TCCSC\ivanf"; the second is labeled "Old password"; the third is labeled "New password"; and the fourth is labeled "Confirm password" with a right-pointing arrow button to its right. Below these fields, the text "Sign in to: TCCSC" is shown, followed by the question "How do I sign in to another domain?". Below that is the text "Sign-in options" and a "Cancel" button.

Step 4 – Type in your old password in the “Old password” field.

Step 5 – When creating a new password, please keep the following in mind:

- i. The password must be at least 14 characters long.
- ii. Must contain uppercase and lower case letters.
- iii. Special characters or numbers
- iv. Cannot contain personal info, name, DOB, etc.
- v. Cannot be the same as your last 10 passwords

Extra information:

Q: “I am receiving a message that the password was not reset due to complexity....”

A: Your password isn’t complex enough, please see step 5.

Q: “It says passwords do not match” **A:** The new password you re-entered to verify didn’t match.

