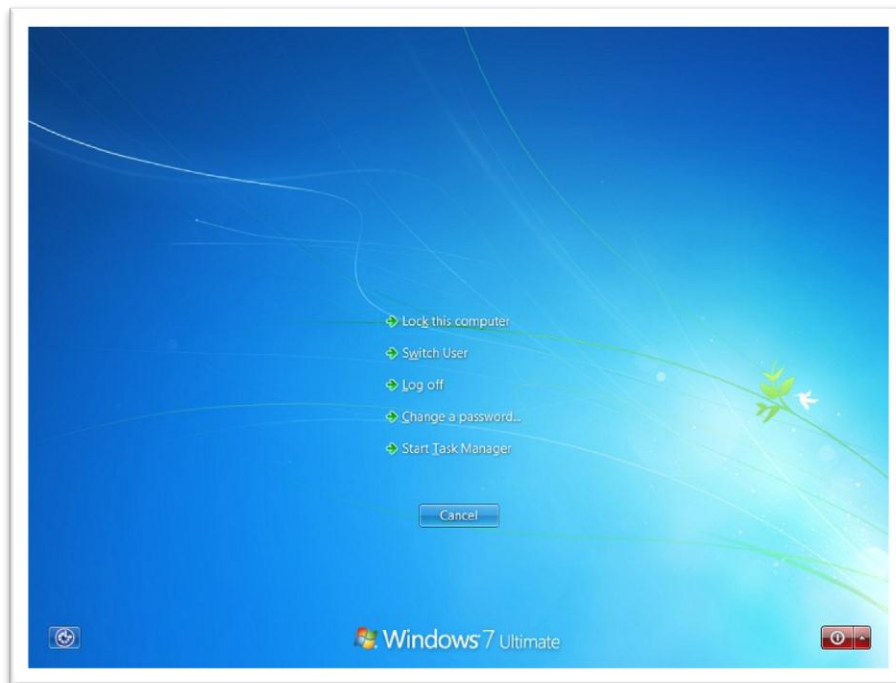


Changing Your Password

On the computer itself:

1. Simultaneously hold down the CTRL + ALT + Delete keys to produce a "Logon Information" screen.



2. Click the "Change Password..." button.

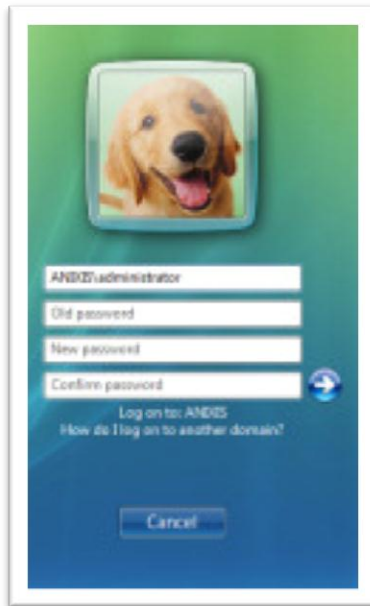


3. Fill in the fields with your current and new password.

*Note: You do not need to modify the "User name" or "Log on to:" fields. Your picture will also be different.

Password Requirements

- Minimum 8 characters
- Complexity requirements: 1 uppercase letter, 1 lowercase letter, 1 numeric digit
- One previous password will be remembered and cannot be reused when a password expires



4. Click "OK"

a. A "You Have Changed Your Password" box will tell you if you successfully changed your password.

b. Click "OK" to confirm (This will bring you back to the "Logon Information" screen.

5. Once you have successfully changed your password you can click "Cancel" to exit the "Logon Information" screen.

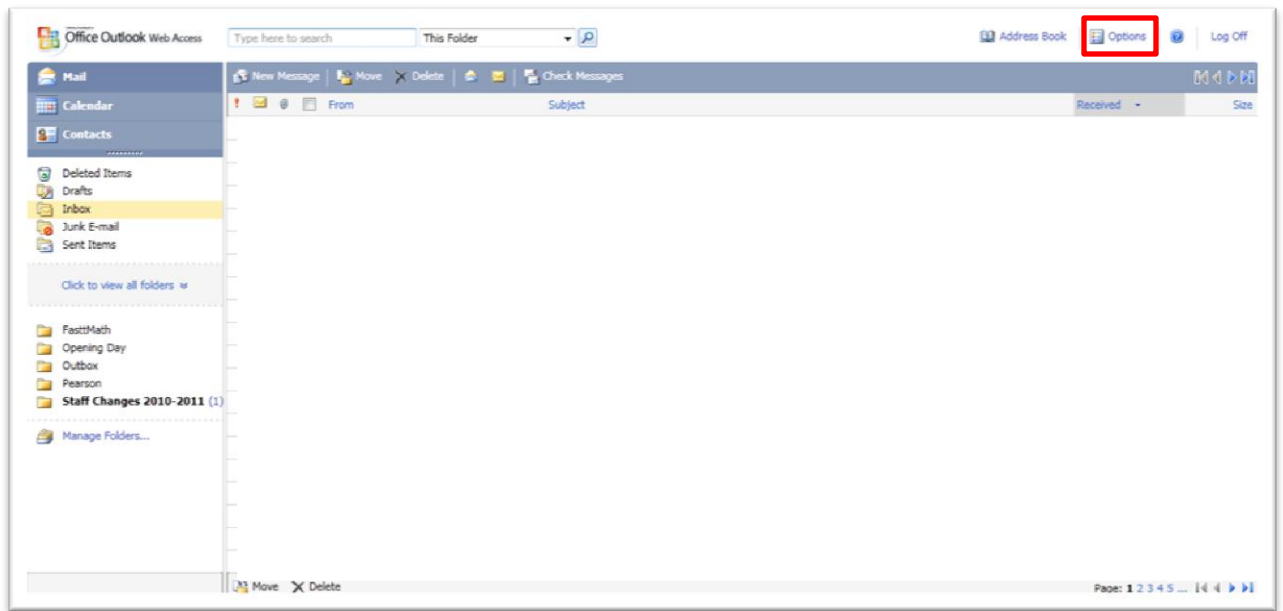
Using Webmail:

1. Go to Webmail using either the Log-in portal or the link below:

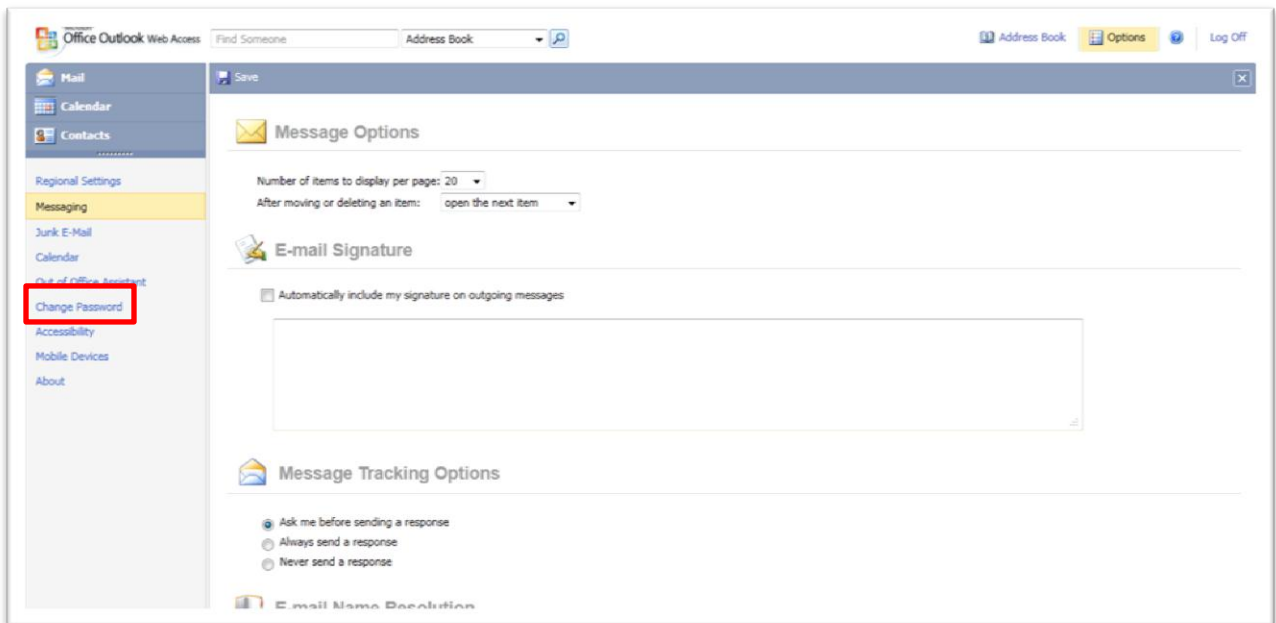
<https://webmail.bismarckschools.org/owa/auth/logon.aspx?url=https://webmail.bismarckschools.org/owa/&reason=0>

2. Sign in using your account information.

3. In the right hand corner, click on “Options”.



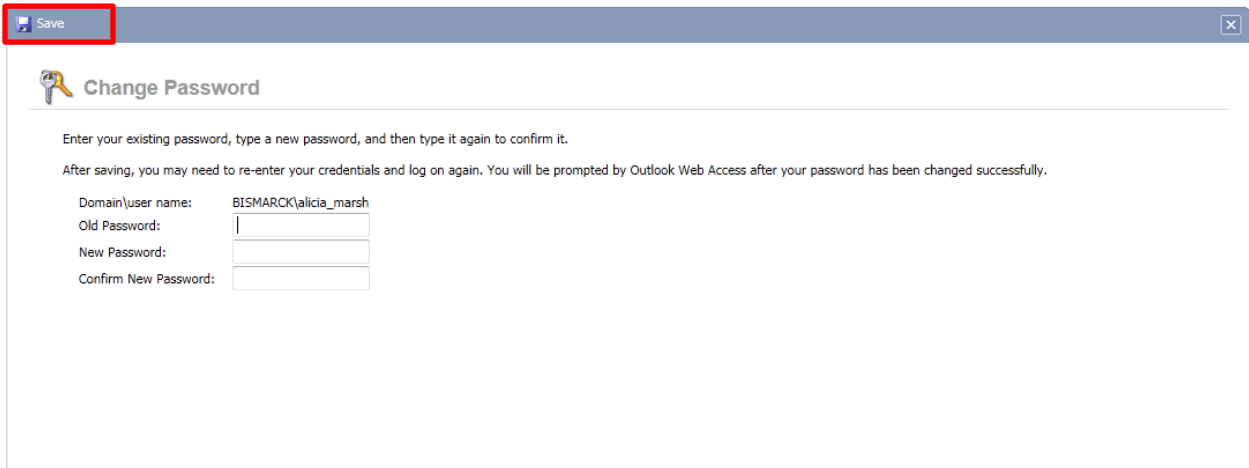
4. In the left hand corner, click on “Change Password”.



5. Type in your old password and your new password twice. Then click “Save”.

Password Requirements

- Minimum 8 characters
 - Complexity requirements: 1 uppercase letter, 1 lowercase letter, 1 numeric digit
 - One previous password will be remembered and cannot be reused when a password expires
- a. You will get a box that says that your password has been changed and to close the browser.



The screenshot shows a 'Change Password' dialog box. At the top left, there is a 'Save' button with a floppy disk icon, which is highlighted with a red rectangular border. To the right of the 'Save' button is a close button with an 'X' icon. Below the title bar, the dialog has a key icon and the text 'Change Password'. The main content area contains the following text: 'Enter your existing password, type a new password, and then type it again to confirm it.' and 'After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your password has been changed successfully.' Below this text are four input fields: 'Domain\user name:' with the value 'BISMARCK\alicia_marshall', 'Old Password:', 'New Password:', and 'Confirm New Password:'.