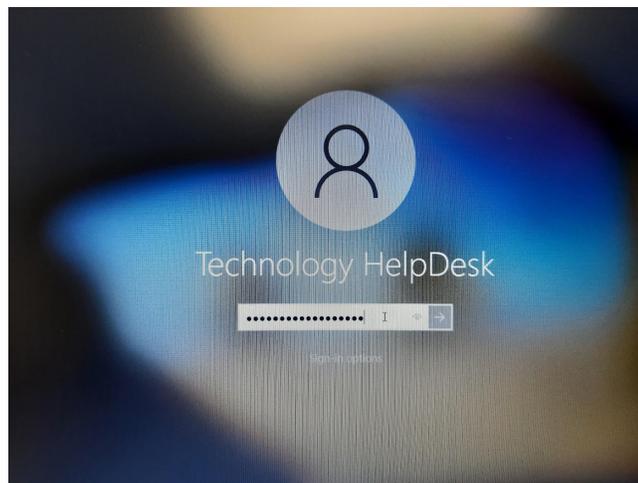


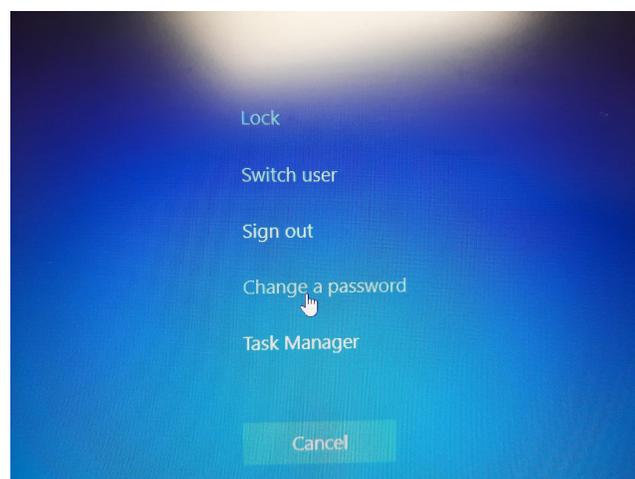
Changing Your Network Password Before It Expires

To change you network password before it expires, please follow the steps below:

1. Sign in to a Parkway Windows desktop or laptop inside the Parkway network, using your Parkway Network credentials.



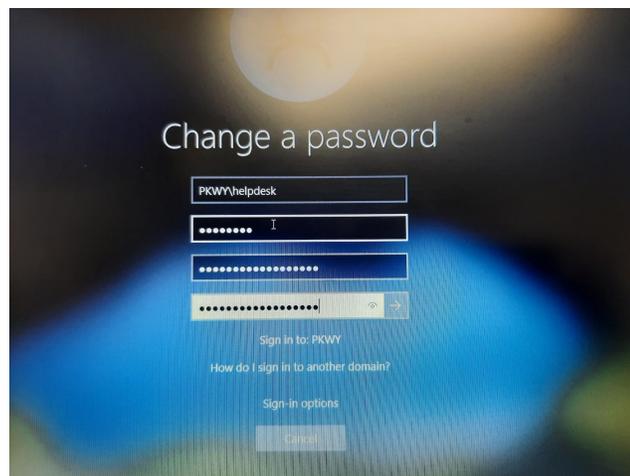
2. Once you are signed in to the computer and you can see your desktop, press the CTRL, ALT, and DELETE keys on your keyboard at the same time.
3. A menu will appear on the screen with 5 options. Click on the option "Change a password."



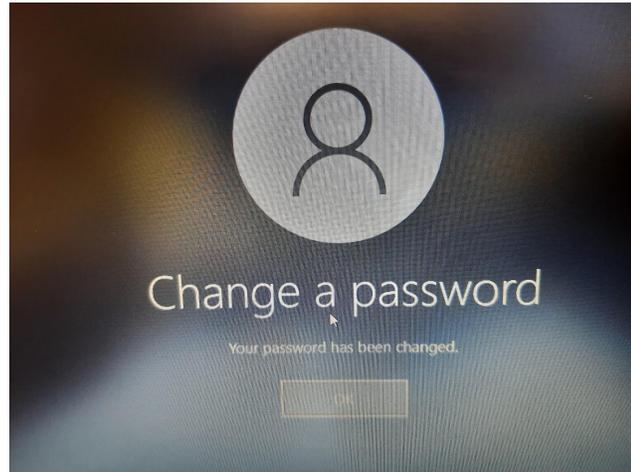
4. On the next screen, you will see fields for "Username", "Old Password", "New Password", and "Confirm Password."



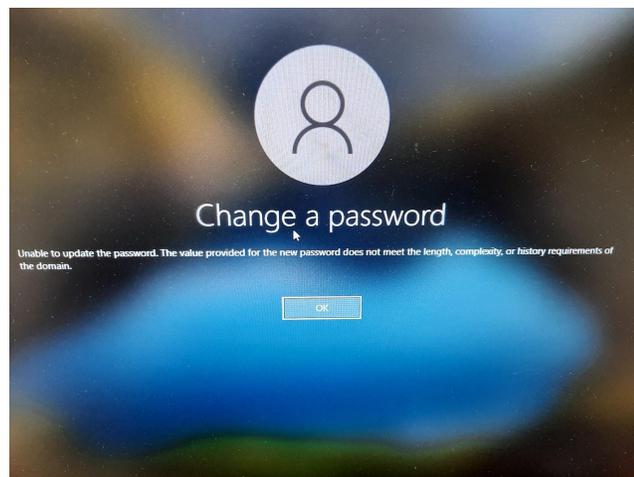
5. Your "Username" should already be populated for you. If your username is not displayed, type it in this format: **pkwy\username**.
6. The "Old Password" is the network password you are currently using that you would like to change.
7. The "New Password" is what you want your new network password to be. Please be sure to create a secure password and follow these password requirements:
 - Can not contain your network username or parts of the user's full name
 - Must be at least 8(eight) characters in length
 - Must contain characters from 3(three) of the following 4(four) categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
8. Enter in your new password again in the "Confirm Password" field.
9. Press the Enter key on the keyboard or click the "next" arrow.



10. If successful, you will receive a message saying, "Your password has been changed."



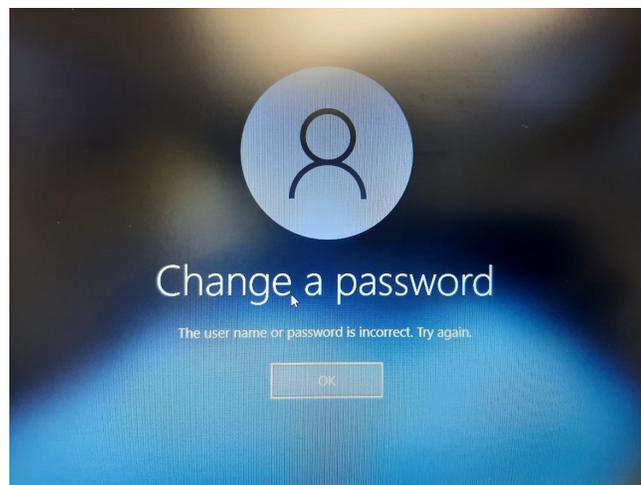
11. If you get an error that the new password "does not meet the length, complexity, or history requirements" please try a different new password to meet the requirements listed above.



12. If you get an error that the "passwords do not match...", the password that was typed into the "New Password" field did not match what was typed into the "Confirm Password" field. Please verify the arrangement of your password.



13. If you receive the error, "username and/or password is incorrect", that means there is a typo in your username and/or your current "Old Password" please correct the spelling of your ID and/or password.



If you have any questions, please contact the Help Desk at 314-415-8181, option 1.