## **Changing your password**

You can change your Windows computer password which will also change your Google password.

\*Passwords must have at least 3 of the following 4 items; lower case letter, upper case letter, number, and symbol.

\*\*You also can not use the last 3 previous passwords.

To change your password, do the following:

On a school PC device logged into the school's network, press Ctrl & Alt & Del all together.

Select "change password"

Put in your old password

Then put in your new password. Make sure to type the same new password in both locations.

Press enter.