



Windows/AD Password Change

1. **Reboot** the computer
2. Attempt login using your old password, you will be prompted: ***The user's password must be changed before signing in.*** Click the **OK** button to continue.
3. It will show your old password first, if you typed it in already. You will be prompted to **type in your new password twice.**
4. Choose the **Submit** arrow



Here are the required criteria:

- At least 10-character length
- At least 1 uppercase
- At least 1 lowercase
- At least 1 number
- At least 1 special character (punctuation, @, #, \$, %, ^, &, *, etc.)
- Does not contain the user's account name or part of their full name exceeding two consecutive characters

EXAMPLE:

A screenshot of the Windows/AD Password Change dialog box. It has a blue background. At the top, there is a text input field with a password mask (dots). Below it is another text input field, also with a password mask. To the right of this second field is a "Submit" button. Below the "Submit" button is a third text input field with a password mask, a small eye icon for toggling visibility, and a blue square button with a white right-pointing arrow. A mouse cursor is pointing at this arrow button. At the bottom of the dialog, the text "Sign in to: MPS" is displayed.

5. A message will display: ***Your Password has been changed.*** Click the **OK** button to continue.