**Changing your password on college computers**

**for students**

**How to reset your password from any computer in the college**

You can reset your password from any **computer** in the College.

Please follow the instructions below:

* **Login** to the computer using your current **username** and **password**.
* Once you're logged in, press **Ctrl** + **Alt** + **Delete** together
* Choose Change a Password.

* On the Next Screen shown below

* You will be asked to enter your **Old** **Password**.
* You will then need to enter your **new** **password**.
* Then confirm the new **password.**

**Your password must have at least 8 characters include one Capital letter and one Number. Example: (Jankano7)**

* When all set, click on **the arrow** or hit **Enter** and your password is changed.

Please note that your password changes for **Moodle** also.