Procedure
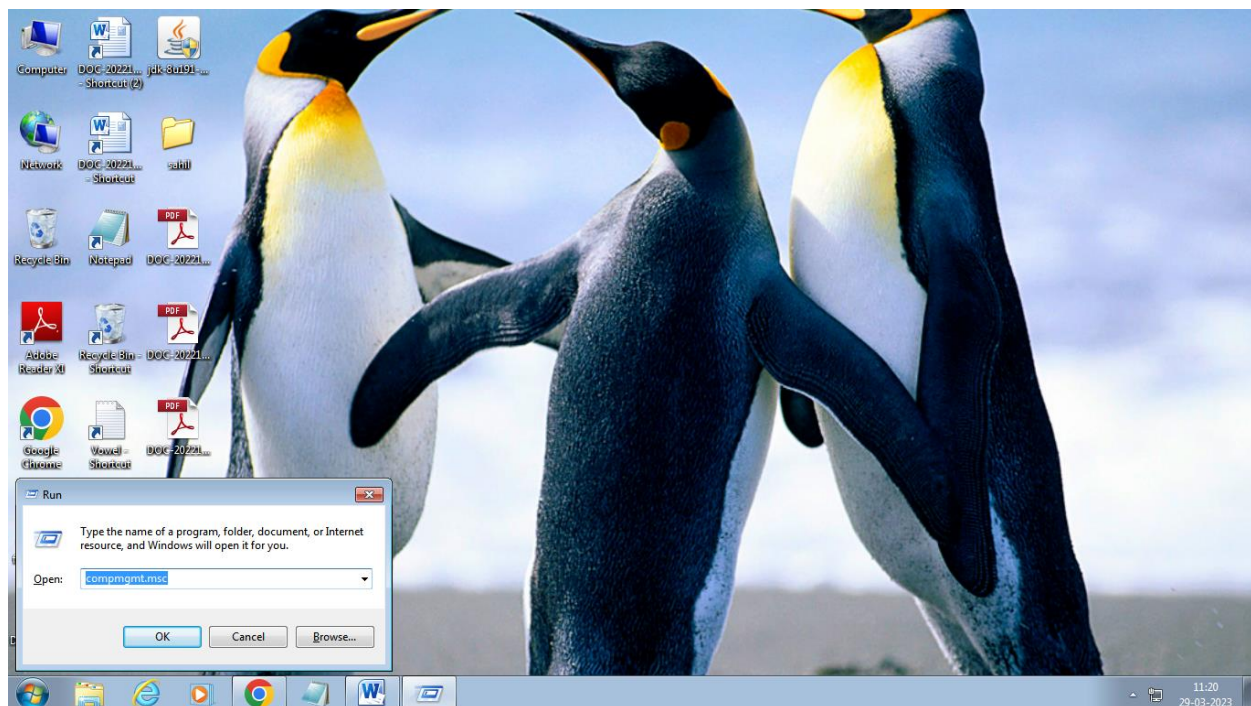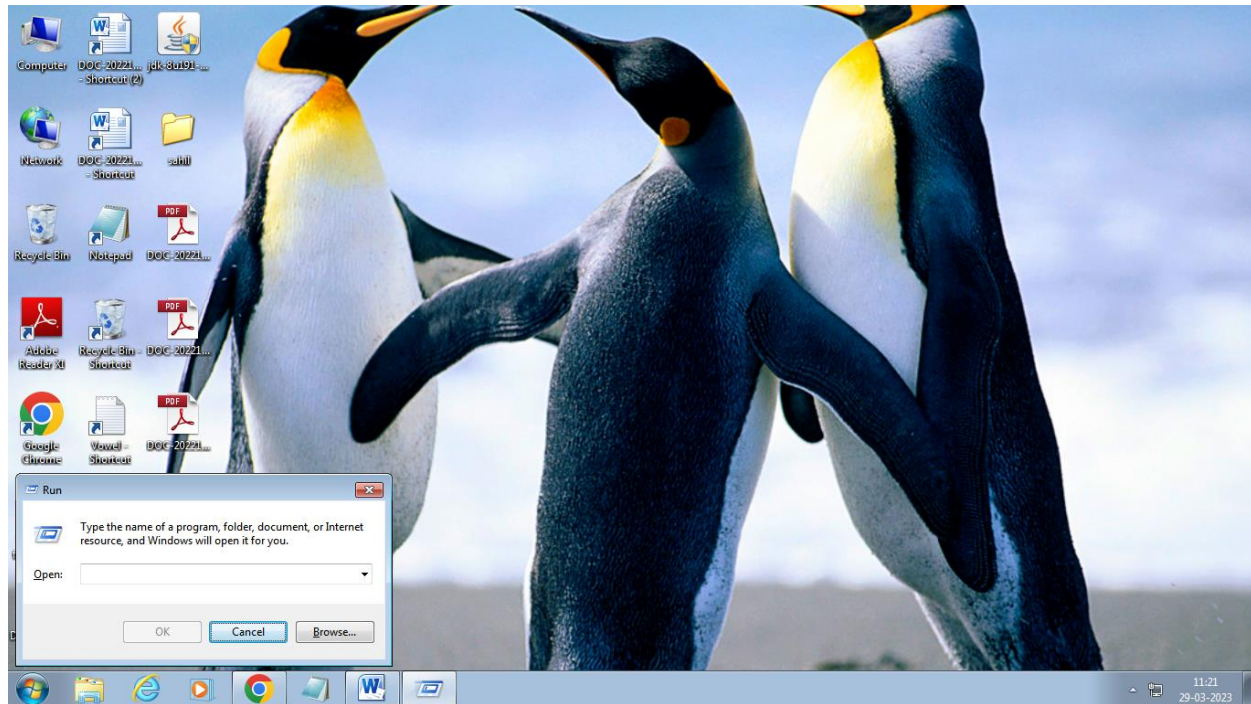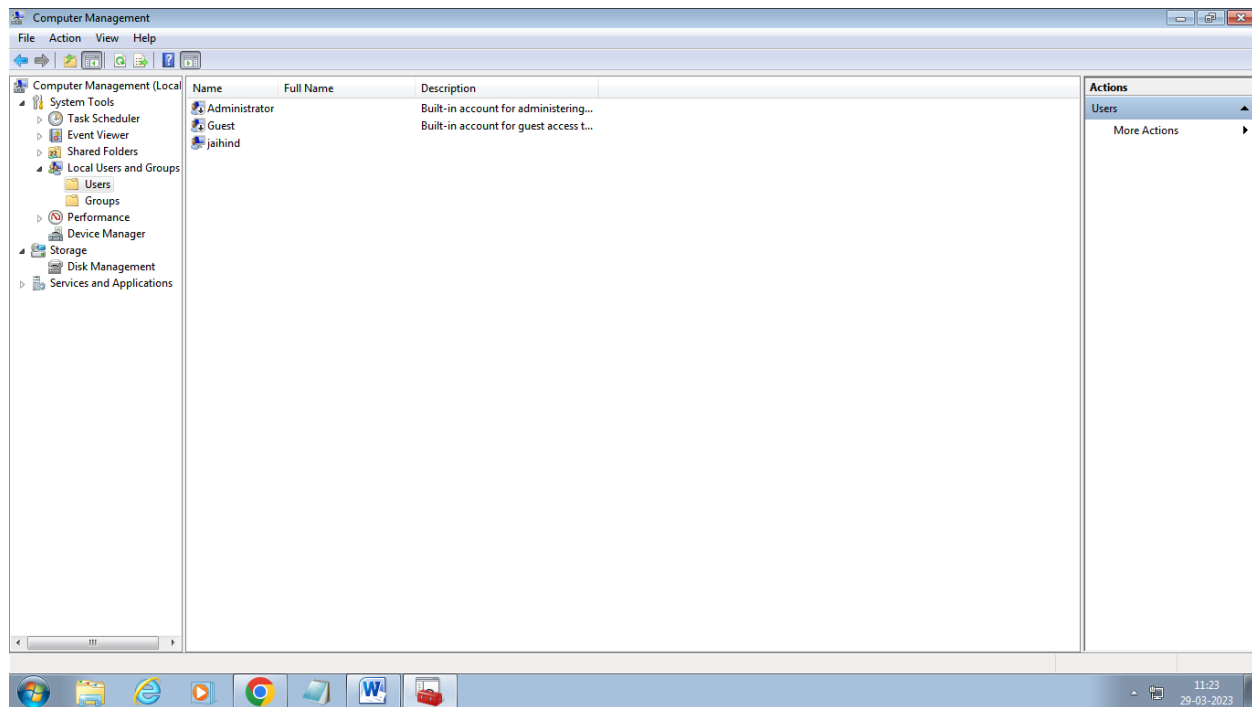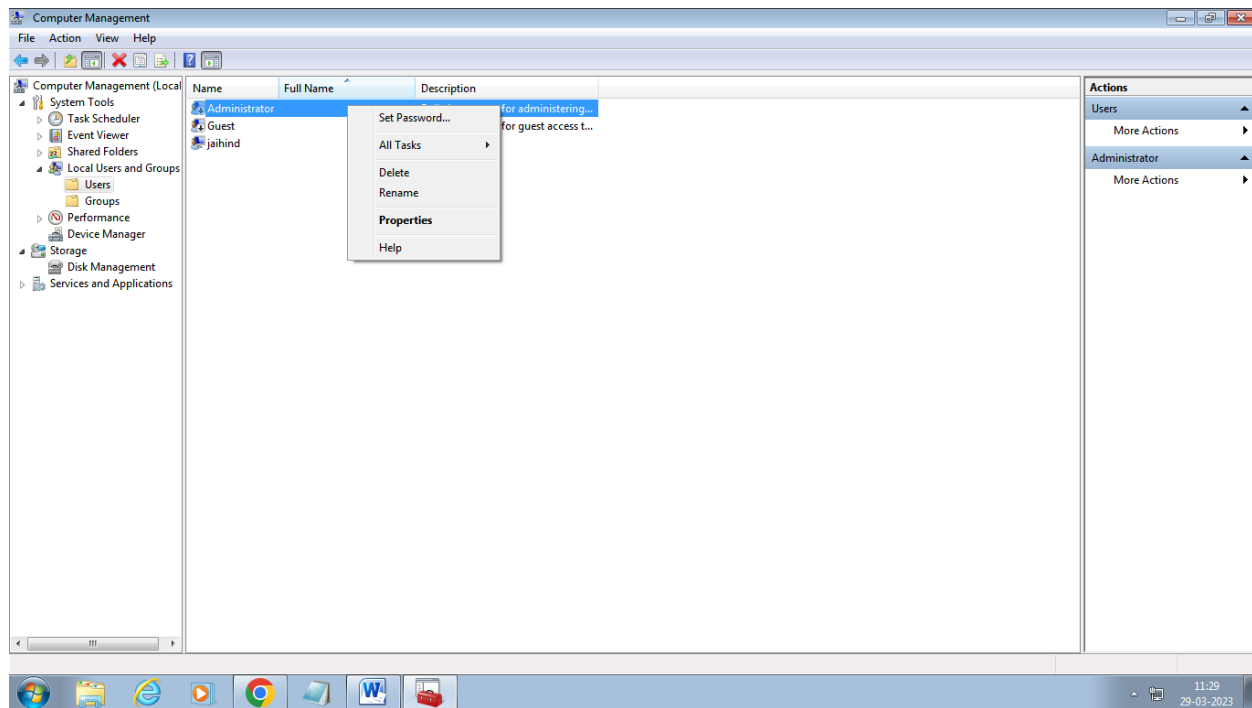
1. Press <u>Win</u>-r. In the dialog box, type compmgmt.msc, and then press Enter.
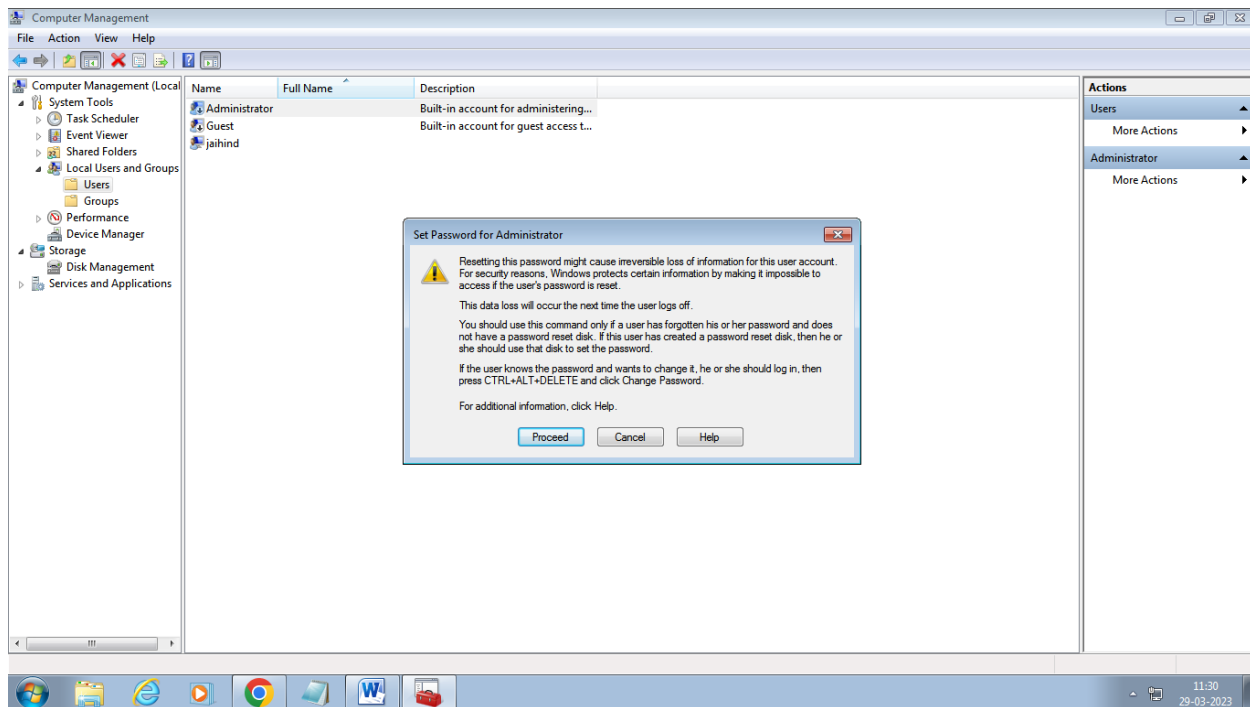
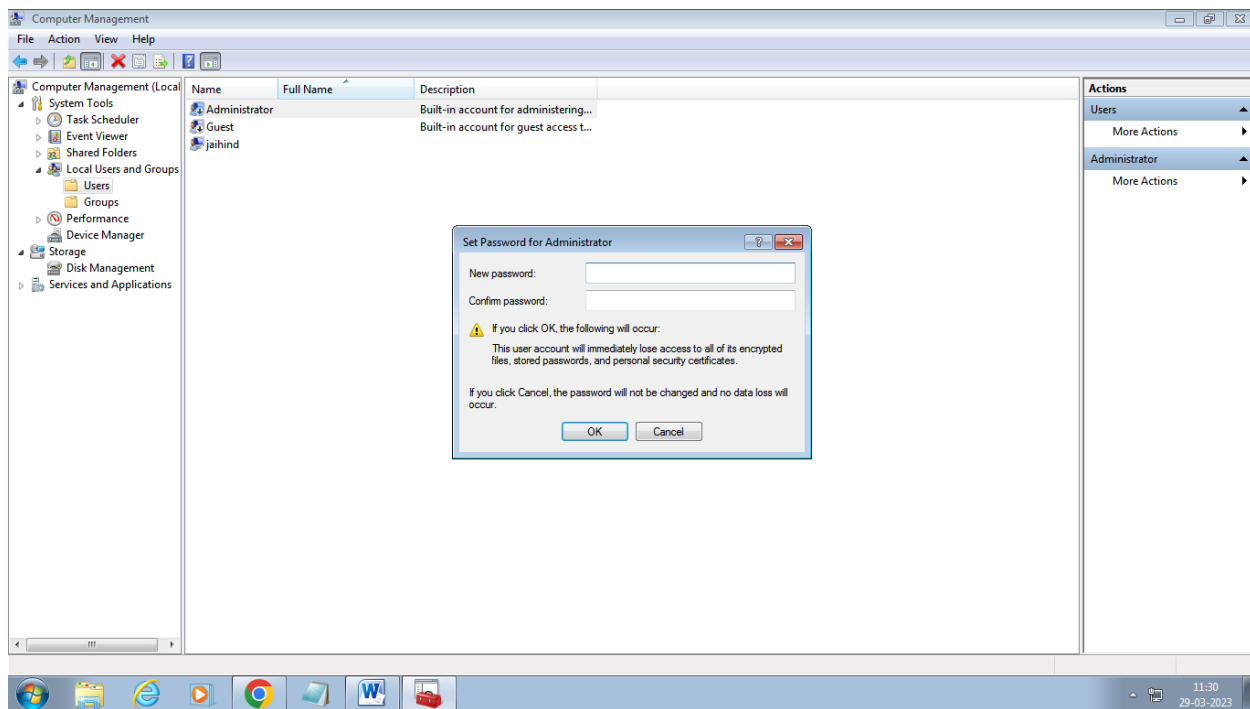2. Expand Local Users and Groups and select the Users folder.

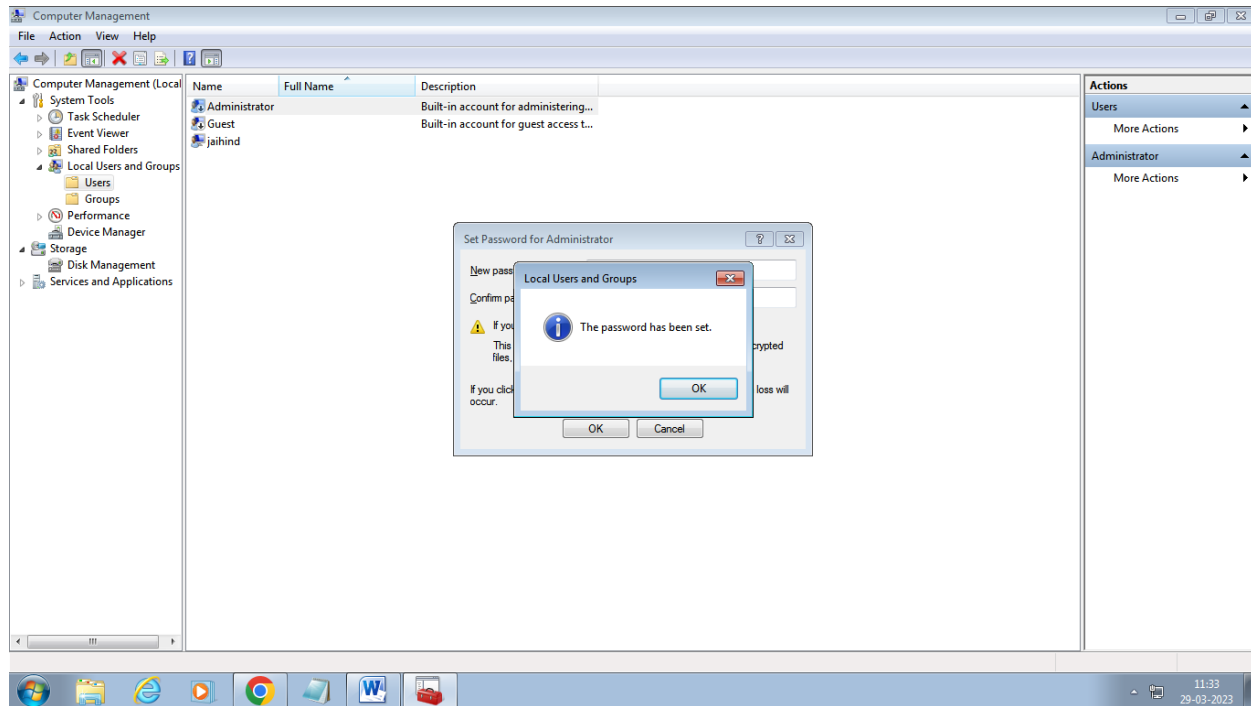3. Right-click the Administrator account and select Password.

4. Follow the on-screen instructions to complete the task.

5. Click on Proceed

6. Set the password.

7. Click on OK button

Windows 7

1. From the Start menu, select Control Panel. If you are not already in Classic View, in the upper left, click Classic View. Then, double-click the User Accounts icon.

2. In the "Make changes to your user account" window:

a. If you are logged into the administrator account whose password you want to change:

1. Select Change your password.

2. In the "Current password" field, enter your current password.

3. In the "New password" and "Confirm new password" fields, enter the new password.

4. Optionally, enter a password hint in the last field.

5. Click Change password.

b. If you are logged into a different account from the one with the password you want to change:

1. Select Manage another account.

2. From the list that appears, select the account for which you want to change the password.

3. Select Change the password.
4. In the "Current password" field, enter your current password.

5. In the "New password" and "Confirm new password" fields, enter your new password.

6. Optionally, enter a password hint in the last field.

7. Click Change password.