

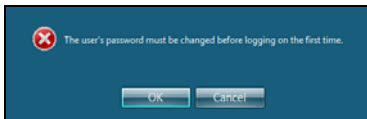
## Change Password Process

Now that you have been upgraded to Windows 7, you will need to change your password for the security of your devices. This job aid walks you through the process of changing your password.

### Warning!

When you change your password, you **must** update your new password on every device you use to connect to the network.

1. When you login to your computer, a popup displays stating that you must change your password. Click **OK**.



**Figure 1. Change Password Required Popup**

2. On your smartphone or tablet, navigate to your Wi-Fi networks. Select your Wi-Fi network and select *Forget Wi-Fi Network*.



**Figure 2. Wi-Fi Screen**

3. Put your smartphone or tablet in *Airplane Mode*.




**Figure 3. Settings Screen**

4. On your computer, on the *Windows Security* screen, enter your current password in the *Old password* field.



**Figure 4. Change Password Screen**

5. Enter your new password in the *New password* field; re-enter it in *Confirm New Password* field.
6. Click  to change your password.

7. On your smartphone or tablet, turn *Airplane Mode* off.



Figure 5. Settings Screen

8. Select *Wi-Fi* and choose the **IBSA\_Mobile** Wi-Fi network to display the Wi-Fi Credentials screen.



Figure 6. Wi-Fi Credentials Screen

9. Enter your *Username* and *Password* and click **Join**.
10. Click **Accept** to accept Wi-Fi network access on your smartphone or tablet.
11. Return to your smartphone or tablet's *Settings* screen and click **Mail, Contacts, Calendars** to display your mailbox accounts.



Figure 7. Settings Screen

12. Click **Exchange** to display your Exchange accounts.

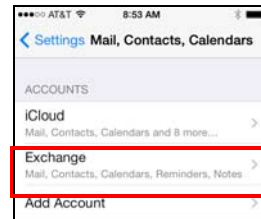


Figure 8. Mail, Contacts, Calendars Screen

13. Click your work Exchange Account that you want to access on your smartphone or tablet.

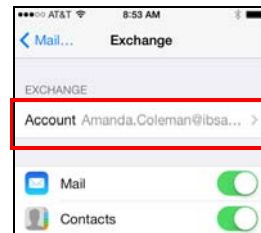


Figure 9. Exchange Screen

14. Enter your new password in the *Password* field and click **Done**.

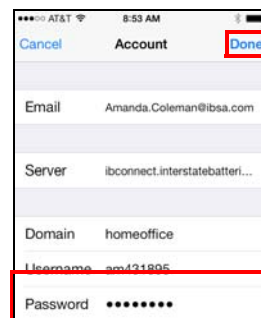


Figure 10. Account Screen