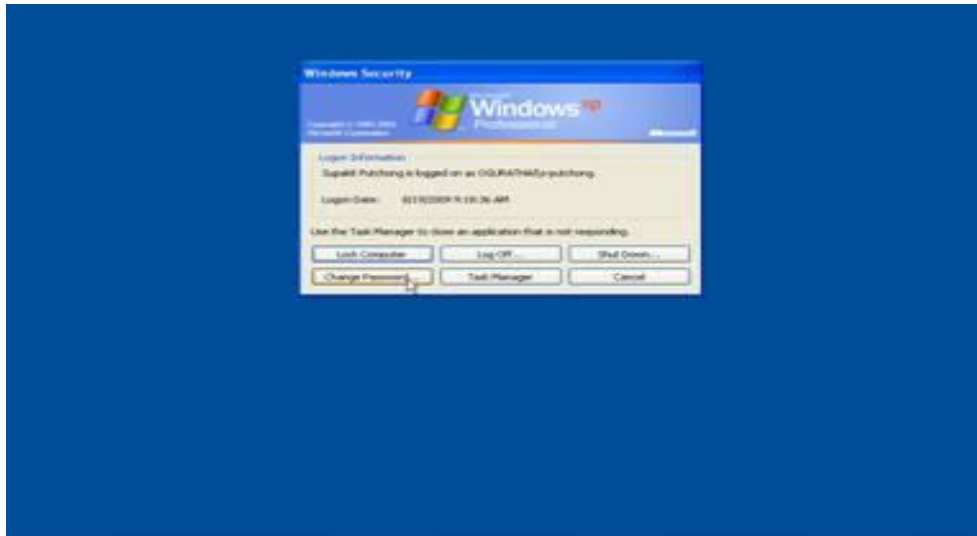# Change password computer manual

1. Press Ctrl + Alt + Delete and then click Change password.
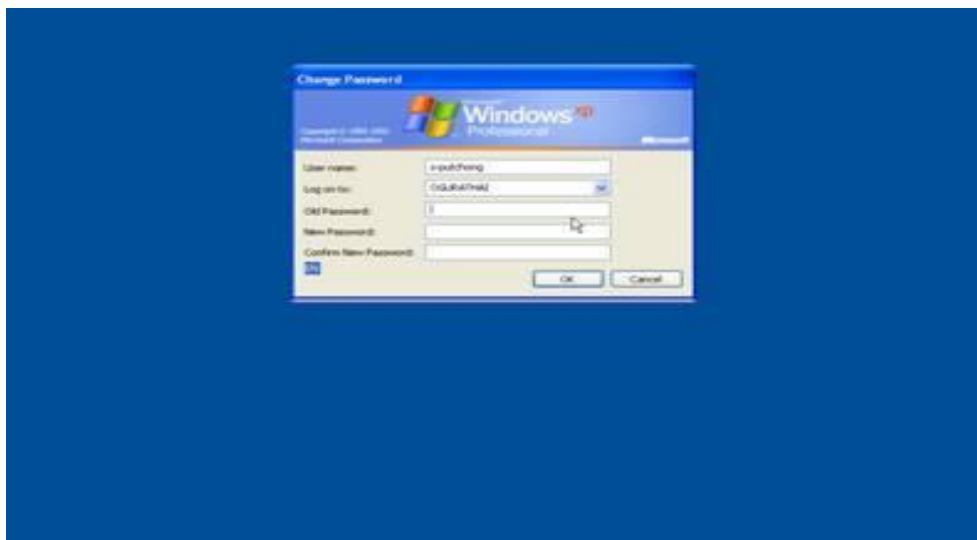

2. After that your password as needed
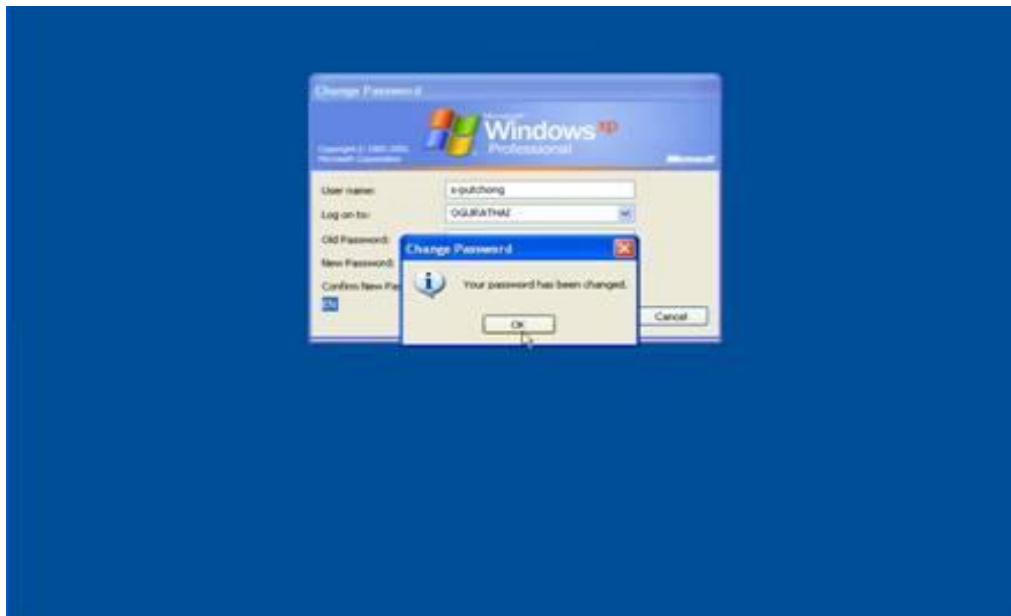
- **Old Password : your old password**
- **New Password : your new password**
- **Confirm New Password: your new password again**

Note

- **- Change passwords every 180 days or 6 months.**
- **- The Password can use letters, number together is at least 6 characters.**
- **- If the wrong password more than 6 times the screen will be automatically
  blocked chest.After being blocked chest contract to IT department.**

3. After successfully changing your password, click OK button you will see the screen configratulation. Shows that changing your password is complete.

4. Click on the OK command button to change you password successfully.