PUBLIC SCHOOLS

To Change Your Password (after 5 business days)

1. **Log into** a computer using the username and password you were initially given.

2. Once you are logged in, press the **CTRL / ALT / DELETE** keys.

3. **Click** the option that says "**Change Password**."

4. **Type** in the **old password** once then you will have to enter a **new password 2 times**.

5. Click "**OK**." It should say "**Password Successfully Changed**" or something like that. Your password to email, computer log in, portal log in, Lexmark log in, etc. has been changed!