How to change your password

Change your password at a SPS Site (School, Central Office)

You can change your Network password anytime from your desktop screen or Windows 8.1 screen.

Step 1:

Click **CTRL>ALT>DELETE** at the same time

Step 2:

Choose – *Change a Password* and click on it

Step 3:

*Change a password* screen opens up. Fill in the new password. Information and click on the *Arrow*

- Old password (the one you are currently using)
- New Password (your new one)
- Confirm Password (type your new password again)