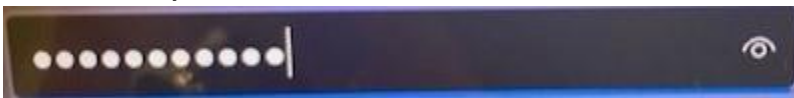


Student Password Change Directions

- Press **Control +Alt+ Delete** on your school laptop
- Choose **Change Password**
- Type in old password
- If you forgot your old password, ask a staff member to create a temporary password and use that to log in and create a new one (EHS tech person, library staff, and some teachers can change passwords)
- Change password to new one
- Type it in twice correctly (use eyeball feature to check it)



- New password must be:
 - Ten characters long
 - NO PART OF NAME OR PREVIOUS PASSWORD
 - One upper case
 - One lower case
 - One number
 - One symbol
- Write Down New Password
- Email New Password to Parent/Guardian or Sibling
(if you forget it or lose it they can tell you what it is)
- Students who use a personal laptop can do this on a loaner in the EHS library when we are open (8am to 4pm during school hours)