Changing Your Active Directory Password

Content Summary:	Password Change: Android Update for District Mail, Contacts & Calendar	
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Guidelines

Changing Your Password on a Mac

For OS X 10.4 and up

Changing Your Password on a PC

Windows 7

Windows 10

Guidelines

The Data Security Team has selected the following criteria for password policy:

- 1. The AD password must be changed every 90 calendar days
- Passwords must be at least 8 characters long and contain characters from 3 of the 5 categories below:
 a. Uppercase characters A through Z.
 - b. Lowercase characters a through z.
 - c. Base 10 digits (0 through 9)
 - d. Non-alphanumeric characters: ~!@#\$%^&*_-+=`I\(){}[]:;"'<>,.?/
 - e. Any Unicode character that is categorized as an alphabetic character but is not uppercase or lowercase.
- 3. May not contain your AD account name (e123456) or your display name (first, last).
- 4. AD passwords must be unique, but you can re-use a previous password every 180 days.
- 5. You cannot change the AD password more than once in a 24-hour period
- 6. Passwords are case sensitive

If you are warned that the password is going to expire, you should change it at your earliest convenience. If you do not change your password, you will be locked out of web services (Campus, Office 365 including email, Schoology, etc) until you can return to your district computer (on the SPPS network) or until you call the Service Desk.

If you need to change your password, please follow the appropriate instructions below. Changing your password is easy from a district computer. If you regularly use an Apple Mac computer it is best to change your password on that computer.

NOTE: Changing your Active Directory password will change it for all computers and services that use Active Directory

Changing Your Password on a Mac

For OS X 10.4 and up

- 1. Login with your AD account. (e111223)
- 2. From the Apple Menu in the top Left, select System Preferences.



3. Click on the Accounts button in the lower left.



4. Click 'Change Password'

My Account	Password Login Items
Coher Accounts Didgtech Admin	Change Password
District Tech	User Name: Ramsey the Test acct.
Student Standard	.Mac User Name: Set
Teacher Admin	
Guest Account Sharing only	
	Mobile Account: Settings
	Address Book Card: Open
Login Options	Allow user to administer this computer
+ -	

5. Enter your old password once and your new password twice. Click 'Change Password' to save.

Old Password:	••••••
New Password:	••••••
Verify:	•••••
Password Hint: (Recommended)	
	Cancel Change Password

6. Your password has now been changed.

Changing Your Password on a PC

Windows 7

- 1. Login with your AD account (e111223)
- 2. From the Desktop press Ctrl+Alt+Del
- 3. The Login screen opens, select "Change a password..." button to change your AD password.

Lock this computer
Switch User
Log off
Change a password
Start Task Manager
Cancel

4. Type your current AD password in the Old password box, type your new password in the New password box and Confirm password box. Click the arrow to save the change.

ISD625\e517823	
Old password	
New password	
Confirm password	
Log on to: ISD625 How do I log on to another domain?	
Cancel	

5. Once you are back to the Login screen click Cancel to go back to your Desktop.

Windows 10

- 1. Login with your AD account (e111223)
- 2. From the Desktop press Ctrl+Alt+Del
- 3. The Login screen opens, select "Change a password..." button to change your AD password.

Lock	
Sign out	
Change a password	i
Task Manager	
Cancel	

4. Type your current AD password in the Old password box, type your new password in the New password box and Confirm password box. Click the arrow to save the change.

Change a password
Charge a password
ISD625\e517823
Old password
New password
Confirm password →
Sign in to: ISD625
How do I sign in to another domain?
Cancel

5. Once you are back to the Login screen click Cancel to go back to your Desktop.