

# Changing Your Active Directory Password

---

<b>Content Summary:</b>	<b>Password Change: Android Update for District Mail, Contacts &amp; Calendar</b>
<b>Functional Owner:</b>	Technology Services, Service Desk
<b>Keywords:</b>	Android, Office, 365, iphone, ipad, email, mail, outlook, client, exchange
<b>Publish in Self-Service Portal:</b>	Yes
<b>Created On:</b>	01/03/2018
<b>Created By:</b>	Craig Rogers
<b>Approved On:</b>	01/05/2018
<b>Approved By:</b>	Mario McHenry
<b>Revised On:</b>	
<b>Revised By:</b>	

## 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
2. 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: ~!@#\$%^&\* \_-+=`|\(){}[]:;'"<>.,?/
  - 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.

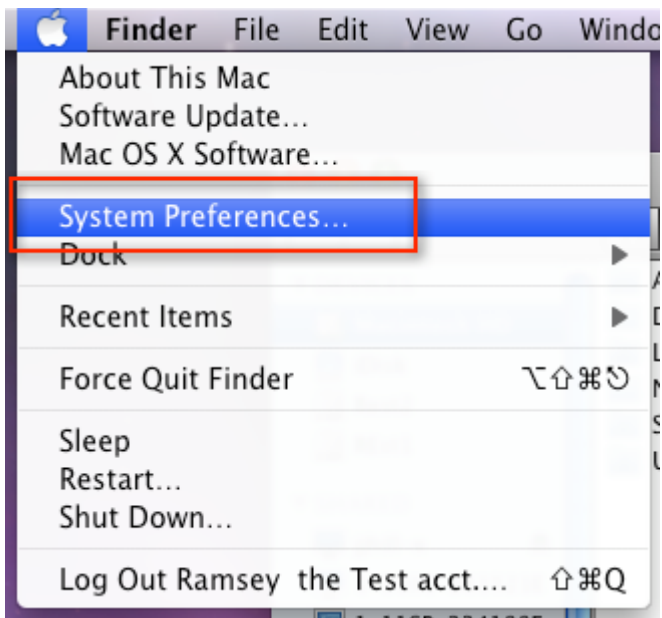
If you need to change your password, please follow the appropriate instructions below. Changing your password is easy from a district computer. If you regularly use an Apple Mac computer it is best to change your password on that computer.

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

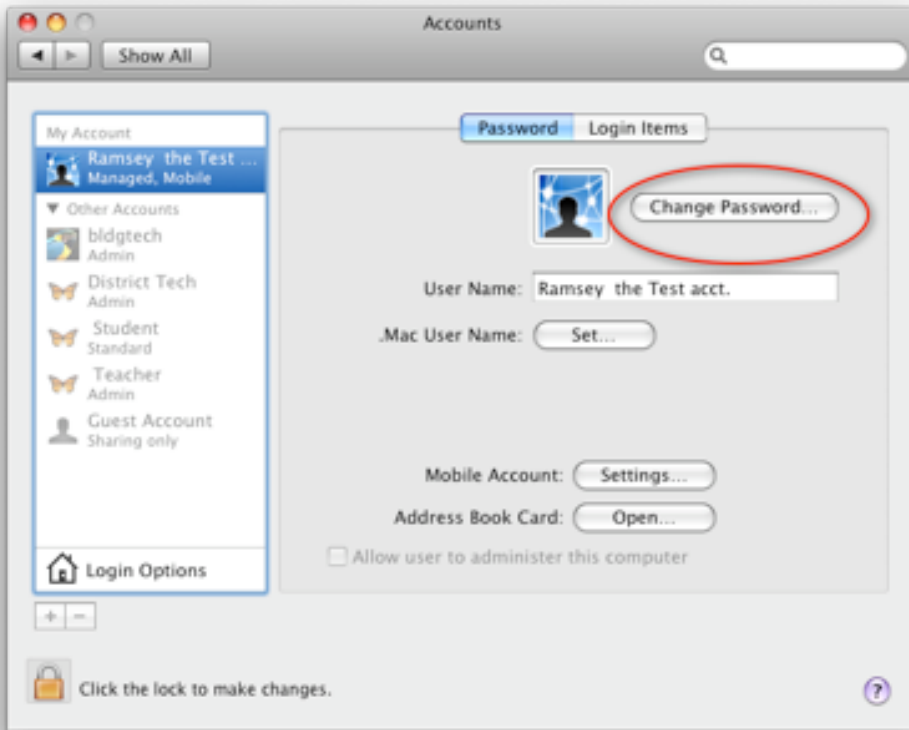
1. Login with your AD account. (e111223)
2. From the Apple Menu in the top Left, select System Preferences.



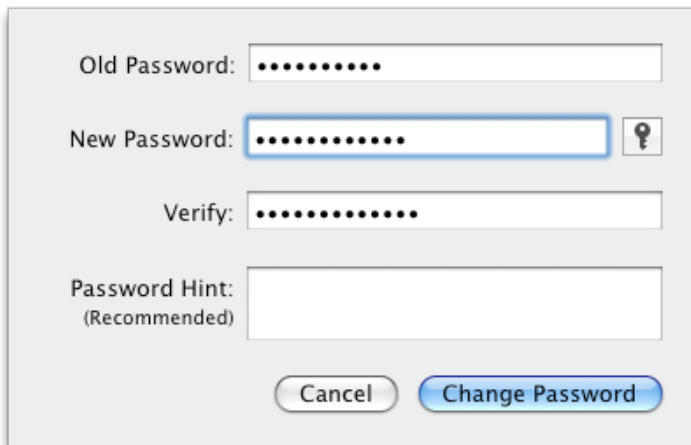
3. Click on the Accounts button in the lower left.



4. Click 'Change Password'



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

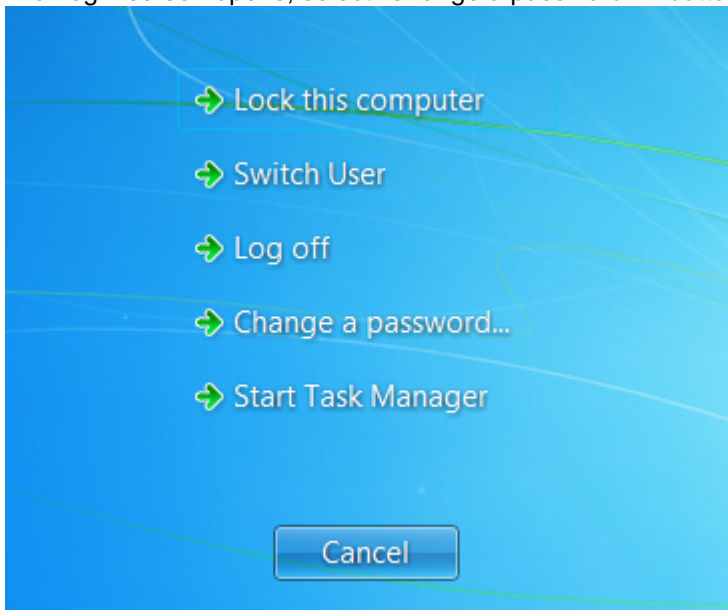


6. Your password has now been changed.

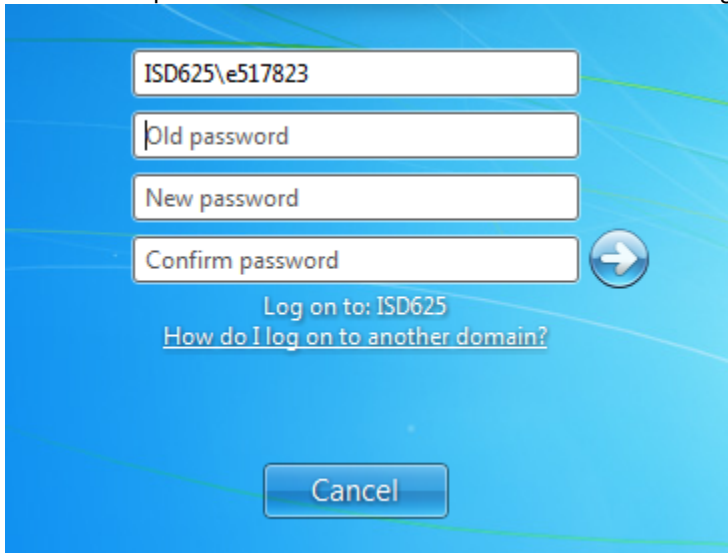
# Changing Your Password on a PC

## 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.



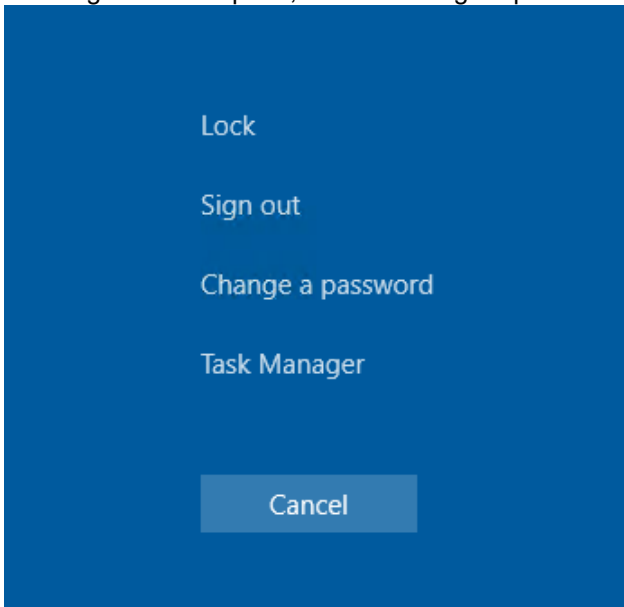
4. Type your current AD password in the Old password box, type your new password in the New password box and Confirm password box. Click the arrow to save the change.



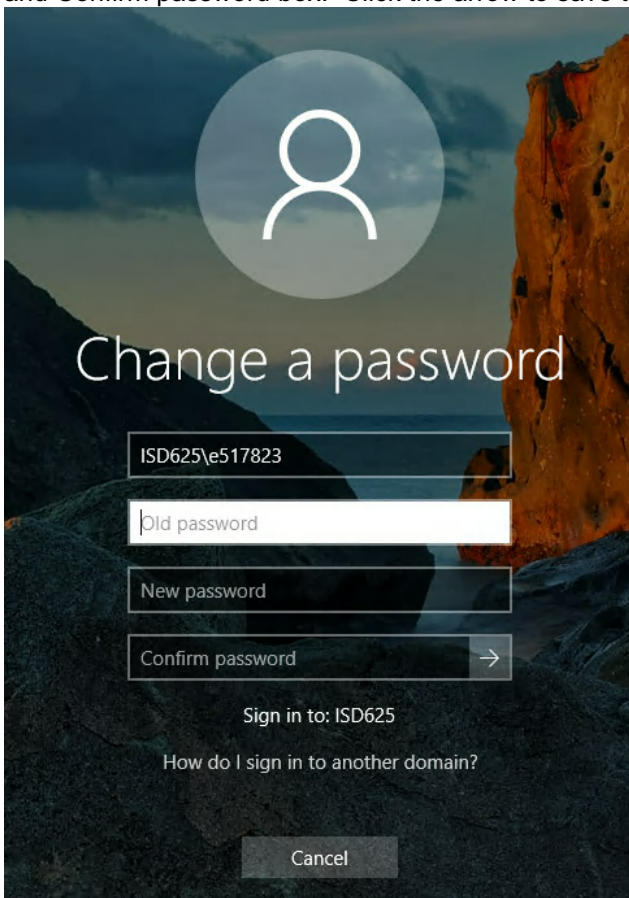
5. Once you are back to the Login screen click Cancel to go back to your Desktop.

## 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.



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.



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