

How to Change your Network Password

Overview:

Your Password should address the following requirements

- 1.) Minimum 7 Characters long.
- 2.) Does not contain your First Name or Last Name or Username.
- 3.) Finally the password should contain characters from at least three of the following four categories:

Uppercase characters (A - Z)

Lowercase characters (a - z)

Base 10 digits (0 - 9)

Non-alphanumeric (for example:!, \$, #, or %)

Note: You maybe be required to change your password again, if FW IT resets your password to address any support calls.

Changing your Password

1. Press **Ctrl-Alt-Delete**
2. Click “**Change Password...**” in the new dialog box



3. A new dialog will appear asking you to enter your “Old Password”, and a “New Password”.



4. Make sure “User name:” has your user name and “Log on to:” has MSUFWHOME selected.
5. Enter your old password in the “Old Password:” field.
6. Enter your new password in the “New Password:” field.
7. Enter the new password again in the “Confirm New Password:” field.
8. Click “**OK**” button.
9. If you see a dialog box saying “**Your password has been changed,**” you have successfully changed your password. Click “**OK**”.



10. If you see a message saying “You do not have permission to change your password”, please contact fwhelp@msu.edu, and report the error message you encountered.
11. Otherwise follow the instructions given in the error message until you are able to successfully change your password. If problems persist, contact fwhelp@msu.edu