



# New England College

## Information Technology Tip Sheet

### Changing Email and Network Passwords Using Campus PC

Choose a password that hard enough for others to not guess, but makes sense to you. A good process is to make a word out of a phrase and change some letters to special characters like an ! for an I or an @ for an A. (e.g. "I love Theater at NEC" can be used to make !I0v3T@NEC)

Ensure your password is at least six (6) characters long

Step 1 –

Log onto any NEC PC

Step 2 –

Then press **Ctrl + Alt + Del** on your keyboard  
You will see the **Windows Security** screen as seen on the right

Click **Change Password**.



Step 3 –

Enter the requested information in the **Old Password**, **New Password** and **Confirm New Password** boxes (shown at right)

Click **OK**.

Read the message to see if your password has been changed. If not, redo Step 3.



Step 4 –

If you received a message that your password has been changed, you're done. Click **OK** in that message.

Then...

Click **Cancel** or press **Esc** on your keyboard (shown at right)



Finish –

Ensure to log out of the system when you're done working.

This password is for NEC owned computers, webmail, the Network Registration process for residential students and all users of the wireless network

Remember – a more complicated password will better protector your email and files