



Changing Your Network Password

To Change your Password

1. Click **Ctrl/Alt/Delete** at the same time.
2. Click **Change a Password**
3. Enter **Old Password**
4. Enter **New Password**
5. Confirm **New Password**
6. Click **Enter** button

Password Guidelines:

- Passwords must be at least twelve characters long.
- Passwords may NOT contain your user name or any part of your full name.
- Passwords must contain characters from at least *three* of the following four classes:

Description	Examples
English upper case letters	A, B, C, ... Z
English lower case letters	a, b, c, ... z
Westernized Arabic numerals	0, 1, 2, ... 9
Non-alphanumeric ("special characters")	Punctuation marks and other symbols

- You cannot reuse passwords. The network “banks” the last 24 passwords used.
- Do NOT use anything that is common knowledge about you (spouse’s name, dog’s name, child’s name), or information that can be found in the phonebook (part or all of your phone number, street, house number, zip code).

***Note:** Make sure only one computer (legislator or clerk) is logged on when changing the password. Otherwise, after the password is changed on one laptop, the other will be kicked off of the network. (Network drives (H and G) may not be accessible.)

****If you have any other devices connected to the network for email or wireless access, you will need to update the password on those devices as well. These devices include but are not limited to iPads, iPhones, Android Tablets, Android Phones, Kindles and Windows Tablets.**