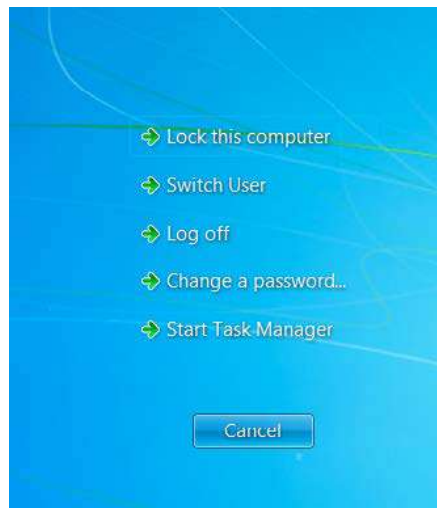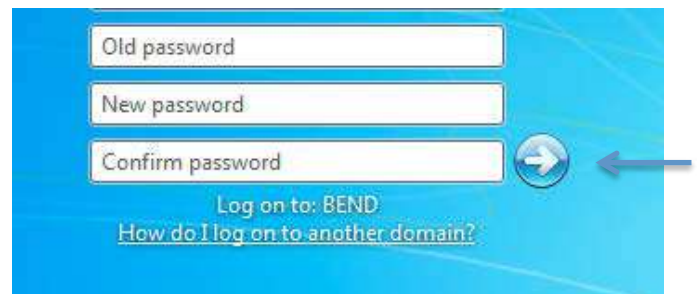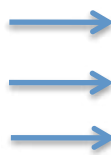# Changing Network Password - Windows

To change your password you must be on the Bend-La Pine Schools network. This password is connected to your login for the computer, district email, Synergy, PD place, gapps, Discovery Streaming and any other service authenticating to our LDAP server.

1. Log in to your computer with your Username and Password.

2. Hold down CTRL + ATL + DEL keys to access the Windows Security Screen. Click on **Change a Password**.

3. Enter your **Old password**.
    Enter your **New password** and
    enter it again under **Confirm password**.

4. Click on the **Arrow** button to save.

> *Reminder:*
>
> Your password:
>
> - Must be at least 12 characters
> - Cannot include part of your name
> - Cannot be a previously used password
> - Should not be used for any other accounts