WARREN WOODS PUBLIC SCHOOLS
TECHNOLOGY SERVICES

How-to manually change your computer (and email) login password

Once logged in on a district computer, press the "CRTL + ALT + Delete" keys all and the same time to be presented with the following screen. You will need to click on the "Change a password…" button.
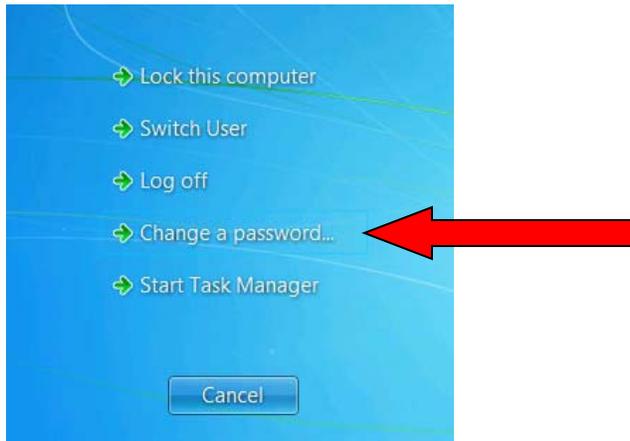
In the next screen, enter your old password (aka current password) and then type in a new password and retype it again for verification. When finished, click the right arrow or press enter.

NOTE: The new password must contain at least eight characters, one upper case letter, and one number. The password cannot contain your name, username, or be a password you have previously used.

Please wait a few moments while the server updates your password. You will get a confirmation message to click on once it has been changed. This new password will automatically sync with the Outlook email system within a couple of minutes.

If you have any issues please fill out an IT request via the SchoolDude icon that is on your desktop