# Changing Your Passphrase
# Using a Windows Computer

**Warning:**

*Before changing your passphrase, please ensure your Windows computer is on campus and is connected to the campus network with a wired Ethernet cable. Do NOT attempt to follow these directions to change your passphrase on your computer when you are **away** from campus or when you are **using only a Wi-Fi** connection.*

1. Log into the Windows computer using your current passphrase.
2. Once logged in, press CTRL + ALT + DEL to bring up a menu screen.
3. Within that menu screen, click on the option labeled "Change Password…"
4. In the "Change Password" screen that comes up, fill in the information as marked for your username, old passphrase and new passphrase.
5. Verify that the information is filled in accurately and then then click on the "arrow" icon to the right of the new passphrase.

Your passphrase should now be changed. Once the change is successful, we recommend that you restart your Windows computer while still connected to the campus through a wired Ethernet cable. Once it reboots, verify that you can now log in with the new passphrase.

If you have any additional devices that may use your passphrase, such as a smartphone or tablet, please update those devices to your new password **IMMEDIATELY** after a successful change to avoid your account being locked out.

If you have successfully completed a passphrase change, but find that your new passphrase does not seem to work, it is likely that the one or more of your secondary devices still has an older passphrase stored and has **locked out** your account.  Until you identify the device and update the passphrase, you may continue to experience account lock outs.  An account locked out will take up to an hour to reset, but **it is critical for you to identify and update all your devices or it will continue to be locked out.**

If you have any additional questions, please contact the Technology Resource Center.