

1. **What is a network password and how do I change my network password? (This can only be done if the old password is known)**

A network password is assigned to each person to use as a means of accessing their network resources.

- Windows XP users
 - Press the Ctrl+Alt+Delete keys together.
 - Click the Change Password button.
 - Type the Old, New, and Confirm new passwords in their respective fields.
 - Click the OK button to save the change.

2. **How do I change my portal password?**

- Log onto the portal.
- Click on Employee Services
- Under **My Account**, Click on **Change Password**.
- Follow directions.