

days. To this end the system will prompt users to do so. The system keeps the last eight passwords in memory.

To Change Your Password:

1. Press **CTRL+ALT+DELETE** within any application or program. The *Windows NT Security* dialogue box appears.
2. Click on the **Change Password...** button. The *Change Password* dialogue box appears.
3. Enter your current password in the *Old Password* field. Press **TAB**.
4. Enter your new password in the *New Password* field. Press **TAB**.
5. Enter your new password again in the *Confirm New Password* field. Press **ENTER**. The *Change Password* dialogue box reappears with confirmation of the password change.
6. Click on the **OK** button to confirm.
7. Click on the **Cancel** button to resume.

Locking a Workstation During a Temporary Absence

Should you wish to leave your workstation unattended for a short period of time, you may lock your workstation. When you return, enter your password and resume your work session.

To Lock Your Workstation:

1. Press **CTRL+ALT+DELETE** within any application or program. The *Windows NT Security* dialogue box appears.
2. Click on the **Lock Workstation** button. The *Workstation Locked* dialogue box appears.

To Unlock Your Workstation:

1. Press **CTRL+ALT+DELETE**. The *Workstation Locked* dialogue box appears.
2. Enter your password in the *Password* field.
3. Click on the **OK** button.

Exercise

Users should lock their workstation, and attempt to log on to another workstation in the classroom, see the results. To continue, unlock your workstation.