

Changing Your Windows NT Password

You can control the security of your workstations by changing your password. As with locking your computer, you change your Windows NT password by accessing the Windows NT Security dialog box. When you change your password, keep the following guidelines in mind.

- A password can be any combination of alphanumeric characters.
- A password can contain a maximum of 14 characters.
- Passwords are case sensitive. This means that the password **Jones** is not the same as the password **JONES**.
- Select a password that is easy to remember, but difficult to guess. For example **Diet*Soda** is easy to remember, but difficult to guess because of the capital letters and asterisk between the two words. Do not use your surname, your birthday, the name of a significant other, child, family pet, and so on.

If you are attached to a Windows NT domain, you should check with your system administrator to identify other password attributes. For example, you might be required to change your password after a specified number of days, or you might be prohibited from changing your password for a specific number of days. Also, your system might maintain a password history that can prevent you from reusing a password.

When you change your password, the Change Password dialog box appears. When you type a new password in this dialog box, asterisks appear instead of the actual characters. This prevents others from seeing your new password.

If you are running off another type of network, such as a Novell network, Windows NT might require passwords for both the Windows NT network and the other network. When you change your Windows NT password, Windows NT might also ask you to change the password for the other network. If you do not change the network password, after you enter your Windows NT password, a dialog box might appear, asking you to enter a network password. If you didn't set a password for the other network, you can simply choose OK when this dialog box appears.

METHOD

To change your Windows NT password:

1. Press **CTRL+ALT+DELETE**
2. In the Windows NT Security dialog box, choose Change Password.