

Windows Password Change Check List

If you have a university-issued Windows laptop, then it is best to change your password while on campus. If you are unable to change your password on campus, please contact the IT Helpdesk at 508-767-7060 and we will be able to assist you.

- Connect your computer into a wired network port (either a direct ethernet cable or your dock bar)
- Turn on or reboot your computer.
- Log into your computer as you would normally.
- Once the desktop profile is completely loaded, press ctrl+alt+del and select change password.
- Completed the requested information:
 - enter the old password (your current password),
 - enter a new password,
 - and confirm by re-entering the new password & press the forward arrow.
 - You should get a message that your password was successfully changed. If not follow the directions on the screen.
- Press OK
- Reboot your computer.
- Log in to the computer with the new password.

(Now)

- Unplug the ethernet cable.
- Verify that Wi-Fi is working. If it isn't connected, select ACStaff and use your username (which is everything before @assumption.edu) and your new password.
- Open OneDrive and login if necessary. If prompted enter the MFA code.
- Open Word, which makes sure you are logged in. If not, login and if prompted enter the MFA code.
- Open Outlook, which makes sure you are logged in. If not, login and if prompted enter the MFA code.
- Open Adobe Creative cloud. Log in using your Assumption Credentials.
- With your computer (still) on Wi-Fi, again reboot your computer and make sure you can log in.
 - If you cannot log in, then reconnect to your wired port and try again.
 - If you still cannot log in, then call the helpdesk at 508-767-7060 for assistance.