

Change your Windows Password

To change your password for the AGSD domain, follow the steps outlined below.

- Hit Ctrl + Alt + Del once logged into your computer. The following screen will appear:



- Select "Change Password"
- Enter your current password, and new password. Your new password must have the following characteristics:
 - THREE of the FOUR below:
 - lowercase letter
 - uppercase letter
 - number
 - special character i.e. ~!@#\$\$%^
 - minimum 8 characters
 - not a previously used password
 - not based on name or username



For your convenience and protection, here are some guidelines that will help you choose a good password. They are here to educate and inform, not intimidate or offend:

- Choose a password that is easy for you to remember.
- Choose a password that will be hard for others to guess.
- NEVER choose something personal about yourself as your password, such as your birthday, your favorite color, names of people close to you. These are the first things that crackers will try to guess.
- NEVER choose words which may be found in a dictionary. Crackers often use large electronic dictionaries containing millions of words to compromise a system or account.
- DO choose a password which contains a combination of upper-case letters, lower-case letters, and numbers.
- DO take a favorite phrase and modify it, such as you would do on a personalized license plate.
- DO NOT use your actual license plate number. DO substitute characters such as \$ for S, 1 for L, O for 0, etc. DO NOT use naturally occurring patterns on a keyboard, such as "qwerty" or "asdfjkl".
- DO NOT use the same password for different accounts. If you have other accounts that require a password, make sure each password is unique.
- DO NOT choose a password less than 6 characters in length.

Other good advice:

- NEVER write your password down. If you must write it down, lock it up somewhere.
- NEVER give your password out to anyone.
- DO change your password often.
- REMEMBER, you are responsible for anything that occurs from your username/password combination.
- REMEMBER, unauthorized use of a computer is against District Policy.

Password Policies:

1. Password history – will record the last 5 passwords and not allow reuse.
2. Password aging – the amount of time between required password resets.
3. Password length – minimum password length and complexity requirements.