

Procedures for Changing Your Network Password

1. Press the **control, alt and delete** keys on your computer keyboard.
2. The Windows Security screen will appear.



3. Click on **change password**.
4. The Change Password screen will appear.



5. Ensure your user name appears in the User name field and that the log on to field contains VWCNET.
6. Type your old password and new password in the appropriate fields.
7. Click **ok**.
8. You will receive a notification screen saying that your password has been changed. Click **ok**.