
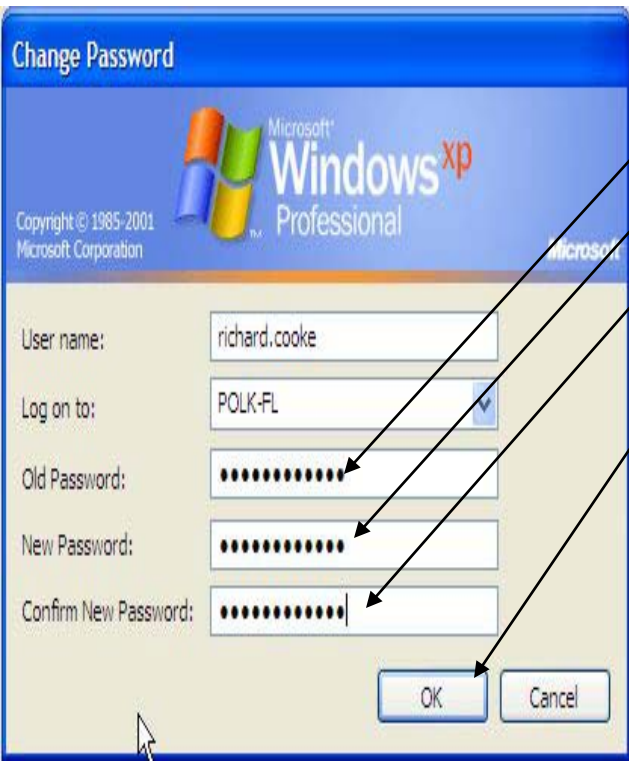


<b>WINDOWS/NETWORK PASSWORD CHANGE FOR POLK-FL USERS</b>		
<b>Steps</b>	<b>Screen Displayed</b>	<b>Procedures</b>
<b>1</b>	<p align="center"><b>**<u>IMPORTANT NOTE</u>**</b></p> <p>If an End User <b>does not remember</b> their Password, they need to go to another computer that has been logged onto by another user, then go the MY POLK SCHOOLS PORTAL website and follow the directions using the To Change or Reset Your Password in the My Polk Schools Portal documentation that is located on the Web.</p>	
<b>2</b>	<p><b><u>IF YOU LOGON TO POLK-FL</u></b> – Follow the directions below to change your password.</p> <p><b><u>IF YOU LOGON TO A SCHOOL DOMAIN</u></b> – See documentation for changing password using the MYPOLKSCHOOLS PORTAL.  <a href="http://www.polk-fl.net/staff/technology/helpdesk/passwords.htm">http://www.polk-fl.net/staff/technology/helpdesk/passwords.htm</a></p> <p><b><u>SPECIAL NOTES ABOUT THE NEW PASSWORD REQUIREMENTS:</u></b></p> <p>All Employees must meet the new minimum password requirement standards as follows:</p> <ol style="list-style-type: none"> <li>1. All passwords must have a minimum of eight (8) characters.</li> <li>2. All passwords must contain (3 of the 4 choices) numbers, capital and lower case letters, and/or a special symbol.</li> <li>3. All network/email passwords will be required to change every 120 days.</li> <li>4. You cannot use one of your last 5 passwords.</li> <li>5. Your password cannot contain 3 or more consecutive characters from your username.</li> <li>6. Your new password must be kept for at least 2 days before you can change it again.</li> </ol> <p align="center"><b>** <u>IMPORTANT NOTE</u> **</b></p> <p>A laptop computer must be connected to the Polk County Network by either wire or wireless for the new password to be updated on the laptop (Required First time Only!).</p> <p><b><u>REMINDER</u></b> - Your passwords will need to be updated on all mobile devices also.</p>	

# COMPUTER (NETWORK) PASSWORD CHANGE FOR POLK-FL USERS

Steps	Steps	Steps
3	 A screenshot of the Windows Security dialog box in Windows XP. The title bar says "Windows Security". Below the title bar is the Microsoft logo and "Windows xp Professional". The main area shows "Logon Information" with the text "Cooke, Richard A. is logged on as POLK-FL\richard.cooke." and "Logon Date: 3/23/2006 3:50:39 PM". At the bottom, there are several buttons: "Lock Computer", "Log Off...", "Shut Down...", "Change Password...", "Task Manager", and "Cancel". A mouse cursor is pointing at the "Change Password..." button.	<p><b><u>TO CHANGE YOUR POLK-FL and OUTLOOK PASSWORD:</u></b></p> <ul style="list-style-type: none"><li>• <i>Press and Hold Ctrl , Alt and Delete keys</i></li><li>• <i>Click <b>Change Password</b> button</i></li></ul>
4	 A screenshot of the "Change Password" dialog box in Windows XP. The title bar says "Change Password". Below the title bar is the Microsoft logo and "Windows xp Professional". The main area has fields for "User name:" (richard.cooke), "Log on to:" (POLK-FL), "Old Password:" (masked with dots), "New Password:" (masked with dots), and "Confirm New Password:" (masked with dots). At the bottom are "OK" and "Cancel" buttons. Arrows from the instructions on the right point to the "Old Password", "New Password", "Confirm New Password", and "OK" fields.	<ul style="list-style-type: none"><li>• <i>Enter <b>Current Password</b></i></li><li>• <i>Enter <b>New Password</b></i></li><li>• <i>Retype the <b>Same Password</b> again to confirm the password</i></li><li>• <i>Click <b>OK</b> button</i></li></ul> <p><b><u>**IMPORTANT NOTE**</u></b></p> <p><b><u>AFTER YOUR PASSWORD HAS BEEN SUCCESSFULLY CHANGED, YOU MUST LOGOFF YOUR COMPUTER AND THEN LOG BACK ON FOR YOUR PASSWORD TO TAKE EFFECT.</u></b></p>