

Change your Career Account Password – Windows

While we all hate to do it, changing your Career Account password is one of those things that you will need to do from time to time. And whether or not you realize it, your career account password is integrated into Windows in a number of ways. These steps will help you to change your password in such a way as to reduce password changing inconveniences to a bare minimum.

Step 1: Press Ctrl-Alt-Del on your keyboard.



Step 2: Click on “Change Password”



Step 3: Enter your current (old) password, your new password twice and click “OK”.

Please note: Your new password must conform to the following Complexity Rules:

1. The password cannot contain all or part of your username .
2. The password must be **at least** eight characters long.
3. The password must contain characters from **three of the following four** categories:
 - a. Uppercase letters (A through Z)
 - b. Lowercase letters (a through z)
 - c. Numbers (the digits 0 through 9)
 - d. Any Non-alphanumeric characters such as exclamation point (!), dollar sign (\$), number sign (#), or percent (%).

Passwords can be up to 128 characters long. You should use passwords that are as long and complex as possible.

Step 4: After you have changed your password, you will need to immediately logout from or reboot your PC. If you are simultaneously logged into any other computers with your career account, you will need to immediately logout from or reboot those computer as well. Failure to do so may inadvertently cause your career account to be automatically “locked-out”. In most cases the “lock-out” will expire after 10 minutes, but multiple failed password attempts can result in a permanent “lock-out”. Should this occur, please contact BioIT during normal working hours.