How to Change Your Password

There are at least three ways to change your password. After you have logged into Windows, press Ctrl-Alt-Del keys. This will bring up five options. Select the fourth option, Change a Password. Enter your old password, then the new one twice. Click the right arrow. It will state your password has been changed.

Second, is to log into your OWA (webmail – https://webmail.alachuacounty.us) Enter your user id (alachua\your_user_id) and network password. Choose sign in. In the upper right hand corner, choose the gear icon (it is to the left of the ?), then Options. Expand the General section and click on My account. Right above Mail usage, in blue it will list Change your password. Enter your current password and then the new password twice. Click Save.

The third option is when the system is requesting you to change your password. The wording will be something like, your network password has expired. Enter a new password (it may need to be entered twice).

In all cases, it's best to test the new password to ensure it works.

If you need assistance with any of the methods, please contact the Help Desk.