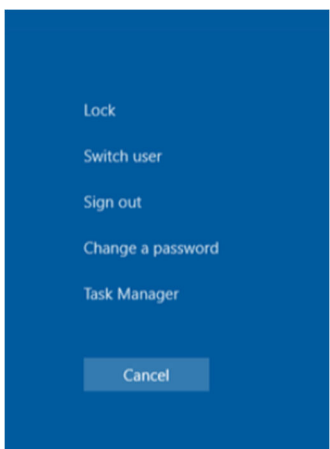


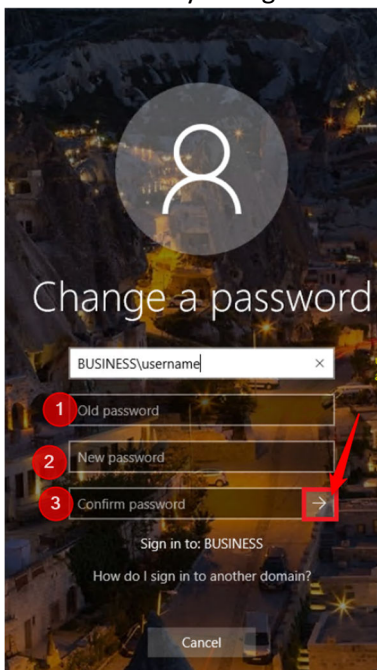
## How to Change Your Password

Most people will be able to change from the local desktop. If this does not work, please skip the section below.

1. On the local desktop, you can press “ctrl+alt+del” on your keyboard at the same time to open a screen that looks like the picture below. If you are inside the remote desktop environment, you can press “ctrl+alt+end” for the same results. Selecting “Change a Password” will allow you to do so.



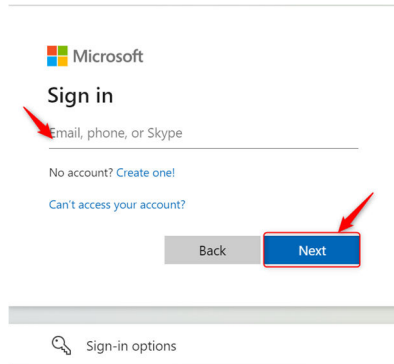
2. After clicking “Change A Password” you will see the screen below. Here you will put in your old password (1), then your new password twice (2&3). Then click on the arrow. Unless your password does not meet the strength and complexity, you will see a screen saying the password was successfully changed.



# Premier One

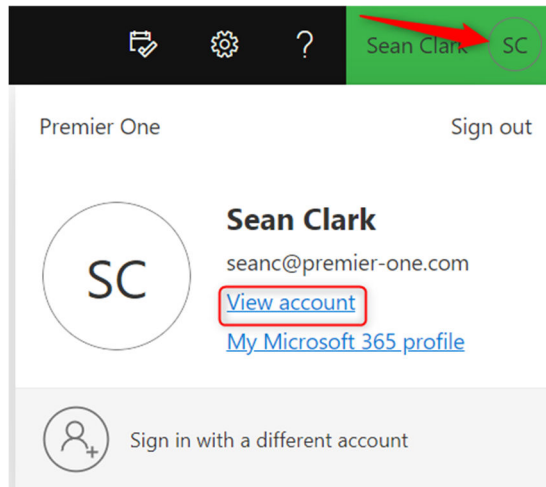
If your password is not able to be changed on the local desktop, please go to <https://portal.office.com> and follow the direction below.

1. When you go to the above link, you will be met with a sign in page. Please put in your work email and select Next.



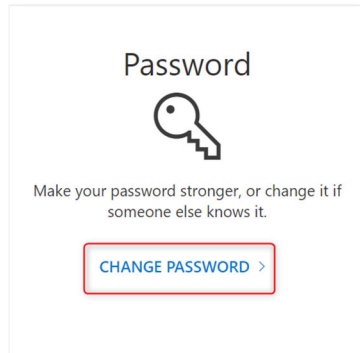
2. The next section will ask you for your current password. Once you put it in, click Sign In and it will take you to your Multi-Factor Authentication page. Please set up it up with your cell phone, or if you have it set up already, please authenticate on your cell phone.

3. After the authentication is cleared, you will be met with the Welcome Page for Microsoft 365. In the top right-hand corner, you will see your initials inside a circle. Click on that circle, and then select "View Account".

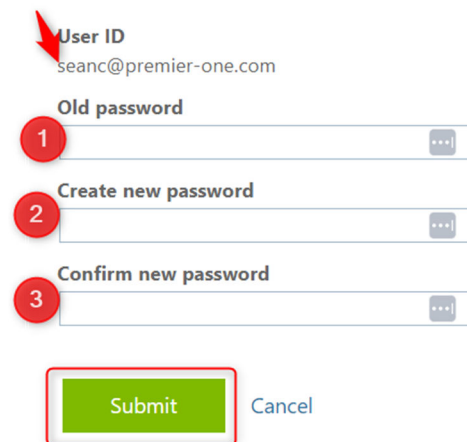


# Premier One

4. On the next page you will see a part that says “Password” with an option to “Change Password.” Click on that “Change Password” option.



5. On the last screen, you will see your email under User ID, and you will see “Old Password” and two spots to create a new password and confirmation of the new password. Please fill in this information and select Submit.



A screenshot of a password change form. At the top, there is a red arrow pointing to the "User ID" field, which contains the email address "seanc@premier-one.com". Below this are three password input fields, each with a red circle containing a number (1, 2, and 3) to its left. The first field is labeled "Old password", the second is "Create new password", and the third is "Confirm new password". Each field has a small "..." icon on the right side. At the bottom of the form, there is a green "Submit" button and a "Cancel" link. The "Submit" button is highlighted with a red rectangular border.