

## Change your Windows Network and My Siena Password

### Windows 7 - On Campus Process

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If you are using a **Windows 7** computer, it is possible to change your password for the **Windows Network** and **My Siena** accounts all at the same time. In order to accomplish this, using Windows 7 you must be logged into one of the computers at the Adrian campus of Siena Heights University. **You will be required to change your password every 120 days.**

You may complete the steps below to change the password using Windows 7 for these accounts. This can be done during any time that you are logged on to the Windows network.

- ✦ Press the key combination **Ctrl + Alt + Del** all at the same time.
- ✦ The **Windows Security** window will display.
- ✦ Click the **Change a Password** link.
- ✦ The **Change a Password** window will display.
- ✦ Click in the **Old Password** box and input the old password (your Student ID number or the password that you created earlier).
- ✦ Click in the **New Password** box and input the new password.
- ✦ Click in the **Confirm New Password** box and input the same password that was input into the **New Password** box.
- ✦ Click the arrow to the right of the **Confirm New Password** box to change the password.
- ✦ Click **OK** again to close the **Windows Security** dialog box.
- ✦ At this point all the passwords (Windows Network, My Siena, and Email) should be changed.

If you are not taking classes on the Adrian campus, you may change your password when using **My Siena**. For directions on how to accomplish this, you can access the [Change Password-My Siena](#) document which is available on the Siena Training Assistance Site. It is also possible for you to change your password through your Outlook Web Access account. For directions on how to accomplish this, go to the [Change Password-Outlook Web Access](#) document.

If you encounter any difficulty with changing the password, please call the **Help Desk (517-264-7655)** and a student worker will assist you in changing your passwords. You may also call **Wanda House (517-264-7651)** for assistance in changing these passwords. Student workers are not allowed to change the passwords for faculty and staff. However, they will direct the faculty or staff member to the personnel who have that capability.