



HOW TO CHANGE PASSWORDS THAT ARE ABOUT TO EXPIRE

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Table of Contents

How to Change Passwords that are about to expire	2
Step 1: Logging in to your Account.	2
Step 2: Changing password.	3
Table of Figures.....	6



How to Change Passwords that are about to expire.

Here in SJOG security is one of our main goals, protecting users' data and patient information is high on our agenda. With this in mind one of the policies that has been implemented is a security policy for changing passwords every 90 days. To do this is easy and this guide will explain step by step how you can change this password after you received an email notification.

Step 1: Logging in to your Account.

1. Enter your username.
2. Enter your password and press return.

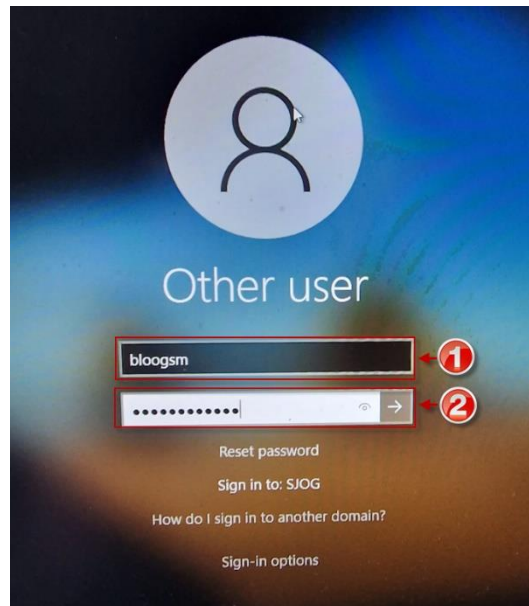


Figure 1: Login Screen

3. MS Window 10 will load up.

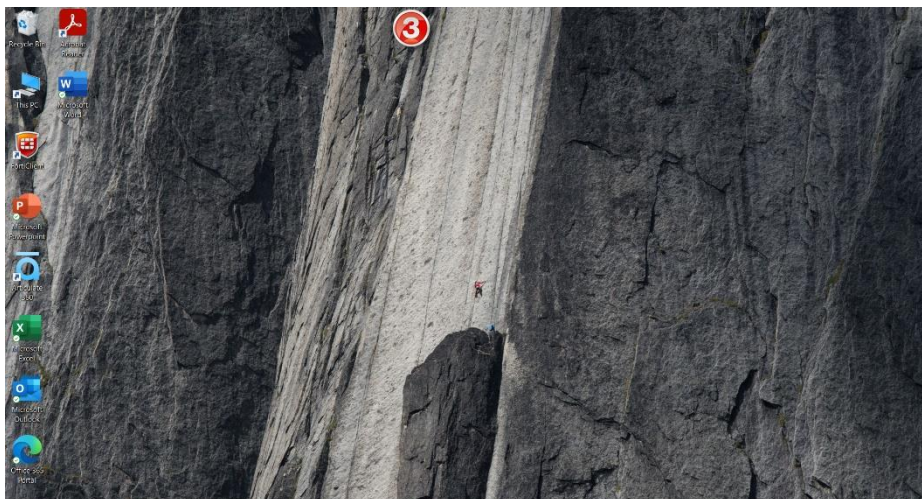


Figure 2: Windows 10 Home Screen



Please note: your windows 10 home screen may look different than the one shown in this document.



Step 2: Changing password.

4. On your keyboard press ctrl, alt & del.



Figure 3: Keyboard layout

5. Click on Change a password.

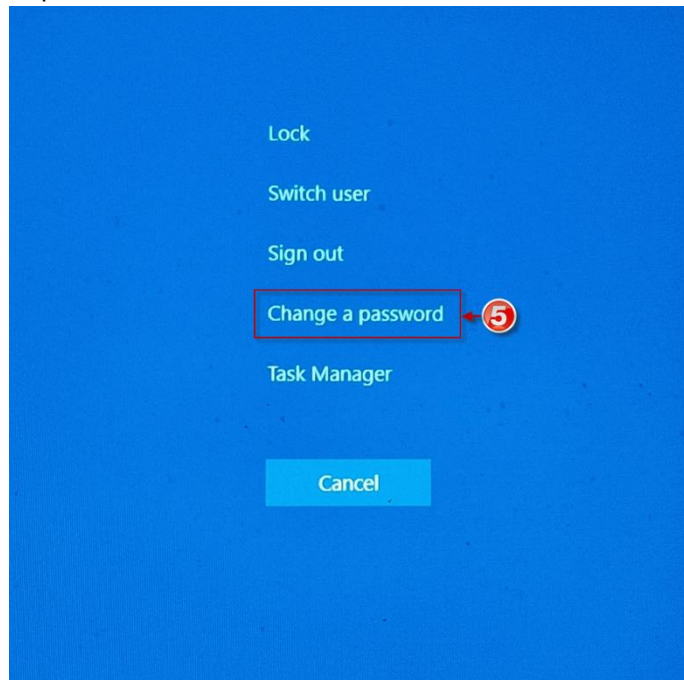


Figure 4: Changing password options.



6. Type in your old password.
7. Enter your new password.
8. You need to enter your new password again so the system can confirm it is the same.

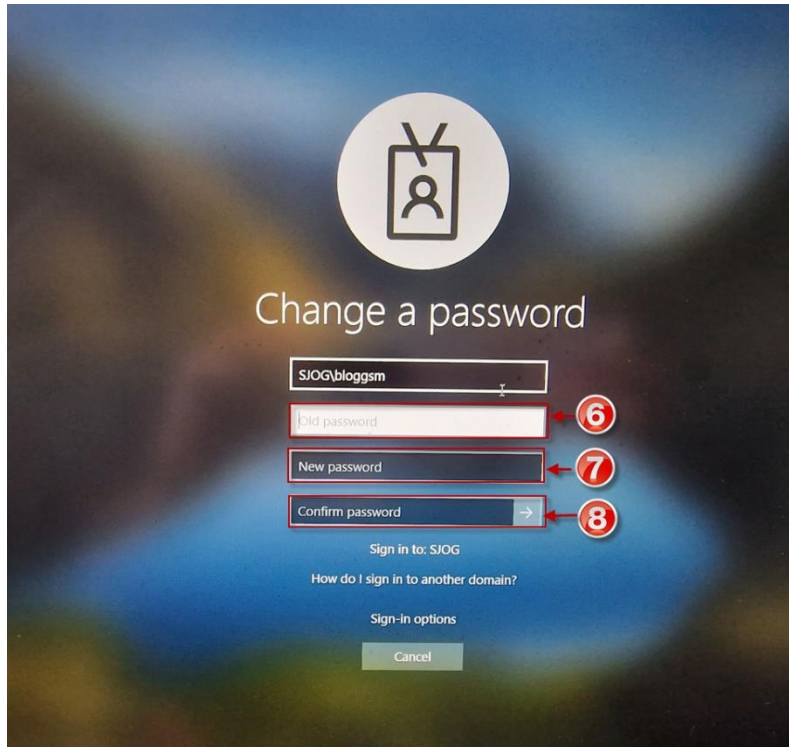


Figure 5: Changing Password.



Please note: it is important to choose a password that you will remember, you should also have numbers and symbols in your password for extra security. If you are working on the VPN you need to use your new password to login.



9. When completed press return on your keyboard.

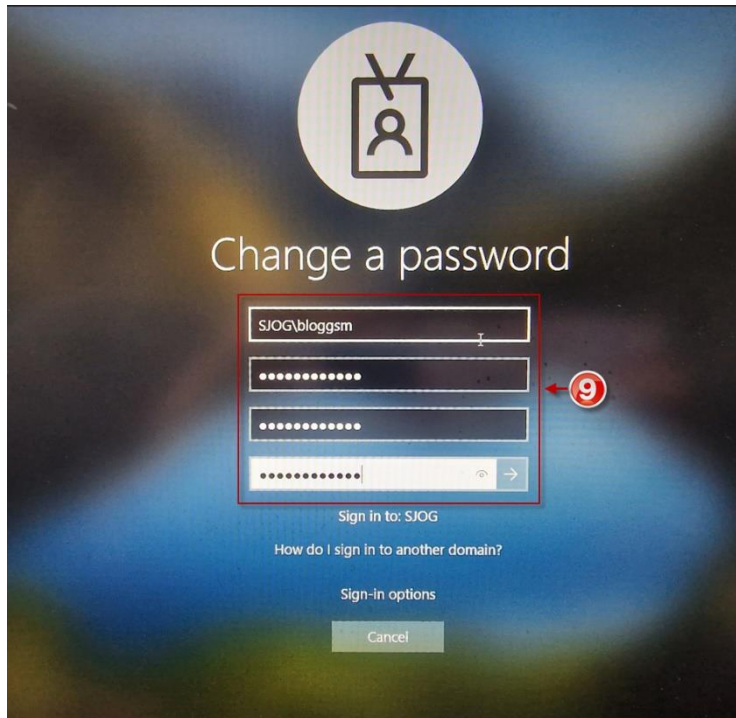


Figure 6: Changed Password

10. It will take a couple of seconds for the system to change your password, but you will see the below screen when it has completed the task.

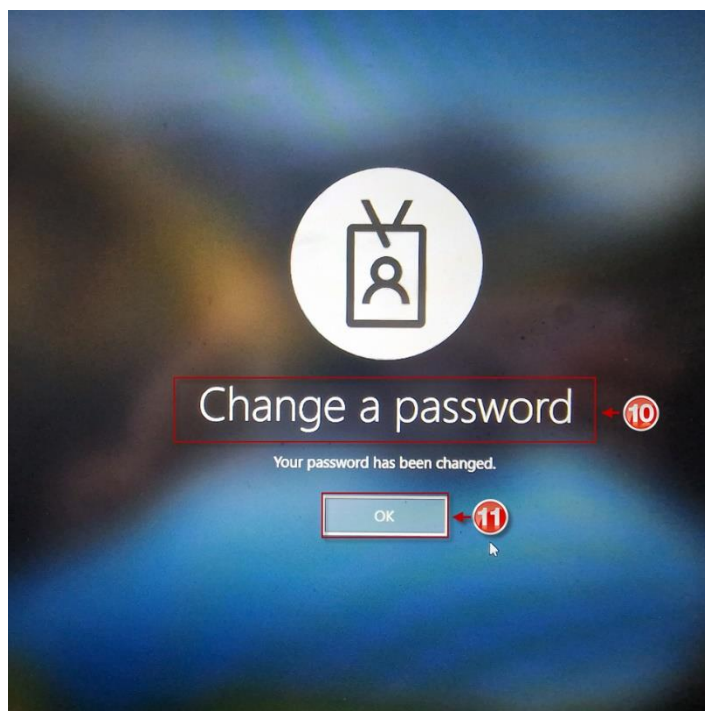


Figure 7: Password Changed

11. Click Ok, you can now log into your computer under the new password.



Table of Figures

Figure 1: Login Screen	2
Figure 2: Windows 10 Home Screen	2
Figure 3: Keyboard layout	3
Figure 4: Changing password options.	3
Figure 5: Changing Password.	4
Figure 6: Changed Password	5
Figure 7: Password Changed	5