

# How To Change Log-on passwords for Windows 2000

## Windows 2000

Step 1: Press (**Ctrl + Alt + Delete**) at the same time

Step 2: The next screen should include the following 6 choices:

- |                    |                 |              |
|--------------------|-----------------|--------------|
| 1. Lock Computer   | 2. Log Off      | 3. Shut Down |
| 4. Change Password | 5. Task Manager | 6. Cancel    |

Step 3: Choose the 4<sup>th</sup> option: "**Change Password**".

Step 4: User Name:                   **first letter of first name + last name**  
Log on to:                         **ESC2**  
Old Password:                    **put in your current password**  
New Password:                   **put in your NEW password choice**  
Confirm New Password: **put in your NEW password choice again**

**\*REMEMBER** passwords are case sensitive so check to see if your caps lock key is on.

Step 5: Log-on using your NEW password.