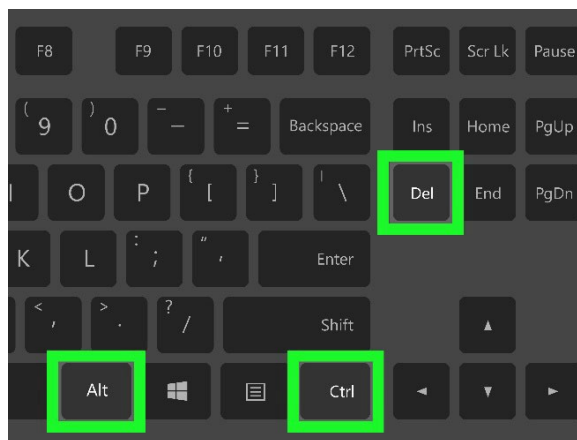


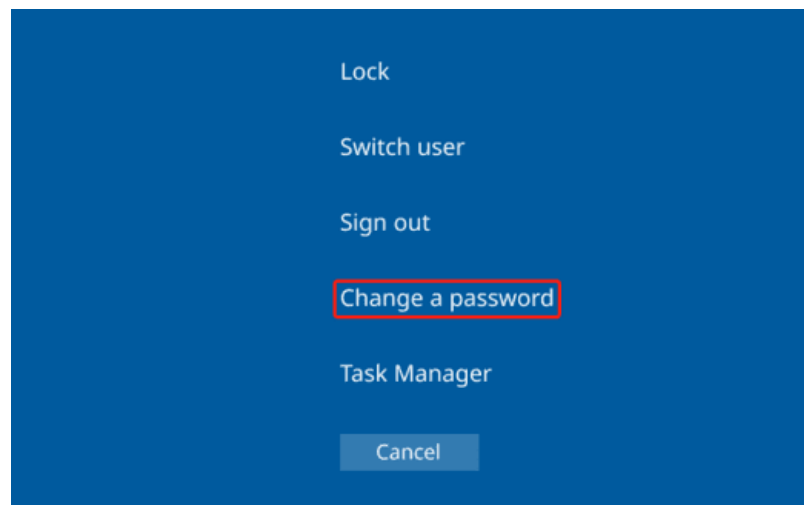
# How to Change or Update Your Active Directory Password

Make sure laptop is connected on network in district office or  
Connected on SSLVPN or Zscaler if you're teleworking.

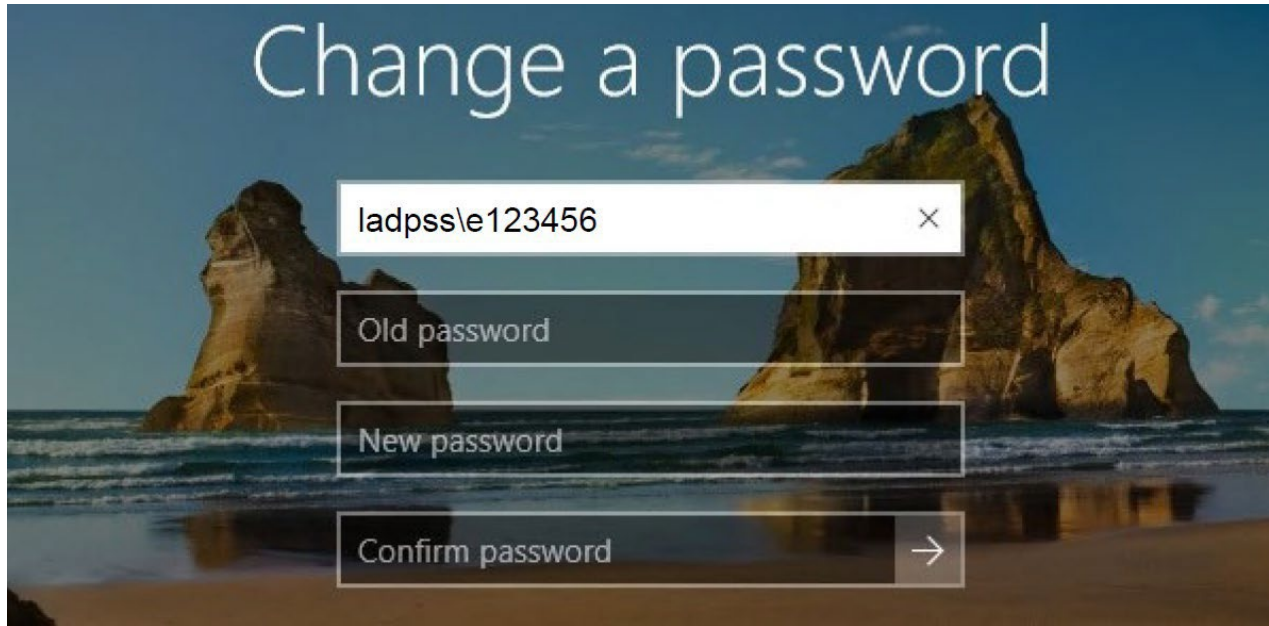
1. Press Control + Alt + Delete at the same time on your keyboard.



2. Click Change a password.



3. Enter your old password.  
(If you're forgot or don't remember your old password, reach out to local tech or call ITD Help Desk at 562-345-9955)



Enter your new password, confirm your new password and press Enter.

[Password guidelines:

The password complexity requirements of your Password must: Be a minimum of 8 characters.

Contains at least 3 of the 4 following types of characters: Upper case

(A, B, C, D, E ...)

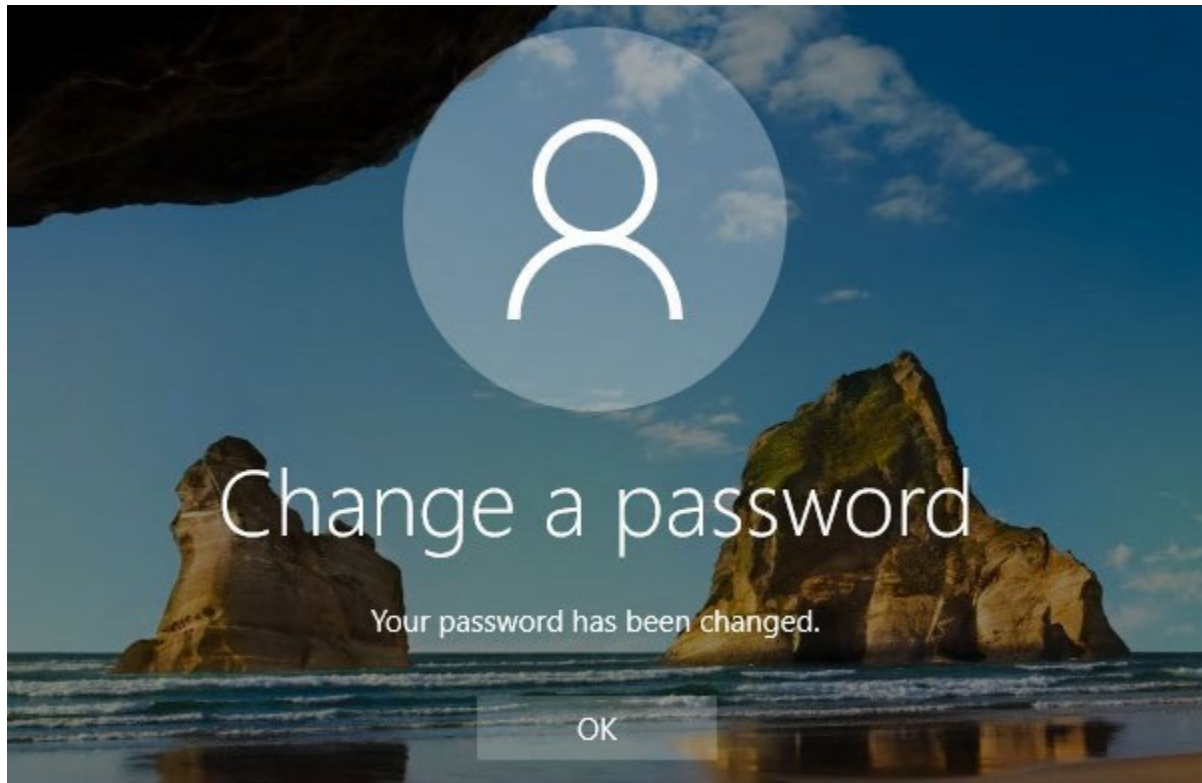
Lower case (a, b, c, d, e ...)

Number (1, 2, 3, 4, ...)

Non alpha-numeric (!, @, #, \$ ...)

The previous 6 passwords are remembered and cannot be reused.]

After successfully updating the password, a notification recognizing your password change will appear.



Your password is now updated.

**If you require further assistance, please reach out to your local tech support or the ITD Help Desk at (562) 345-9955.**