



Instruction: How to change your HHL network password

Department IT // Last updated: 13/08/2009

## Step 1: Login to HHL computer

- Use any computer or terminal inside the pc labs or library working rooms to login.
- Press CTRL + ALT + DELETE.
- Click on „Kennwort ändern“.



## Step 2: Change your network password

- *Altes Kennwort:* Enter your current password.
- *Neues Kennwort:* Enter your new password.
- *Neues Kennwort bestätigen:* Enter your new password.
- Confirm with OK.



The screenshot shows the 'Kennwort ändern' (Change Password) dialog box in Windows Server 2003. The window title is 'Kennwort ändern'. The header area features the Microsoft logo and the text 'Microsoft Windows Server 2003 Standard Edition'. Below the header, the copyright information 'Copyright © 1985-2003 Microsoft Corporation' and the Microsoft logo are visible. The main area contains the following fields and controls:

- Benutzername:** A text box containing 'test'.
- Anmelden an:** A dropdown menu showing 'HHL3'.
- Altes Kennwort:** A password field with seven dots.
- Neues Kennwort:** A password field with seven dots.
- Neues Kennwort bestätigen:** A password field with seven dots.

At the bottom left, there is a language selection button labeled 'DE'. At the bottom right, there are two buttons: 'OK' and 'Abbrechen'.

## Frequently asked questions...

- The confirmation of the new password was not successful – what is wrong?
  - Reason a) The new password and its repetition did not match.
  - Reason b) The new password did not meet complexity requirements.
    - <http://support.microsoft.com/kb/821425/en-us>
- Which systems / logins are affected by the change?
  - HHL PC's and Terminals
  - VPN
  - IMS
  - MAIL
  - CampusNet
- When the change of my password is coming into effect?
  - Immediately!