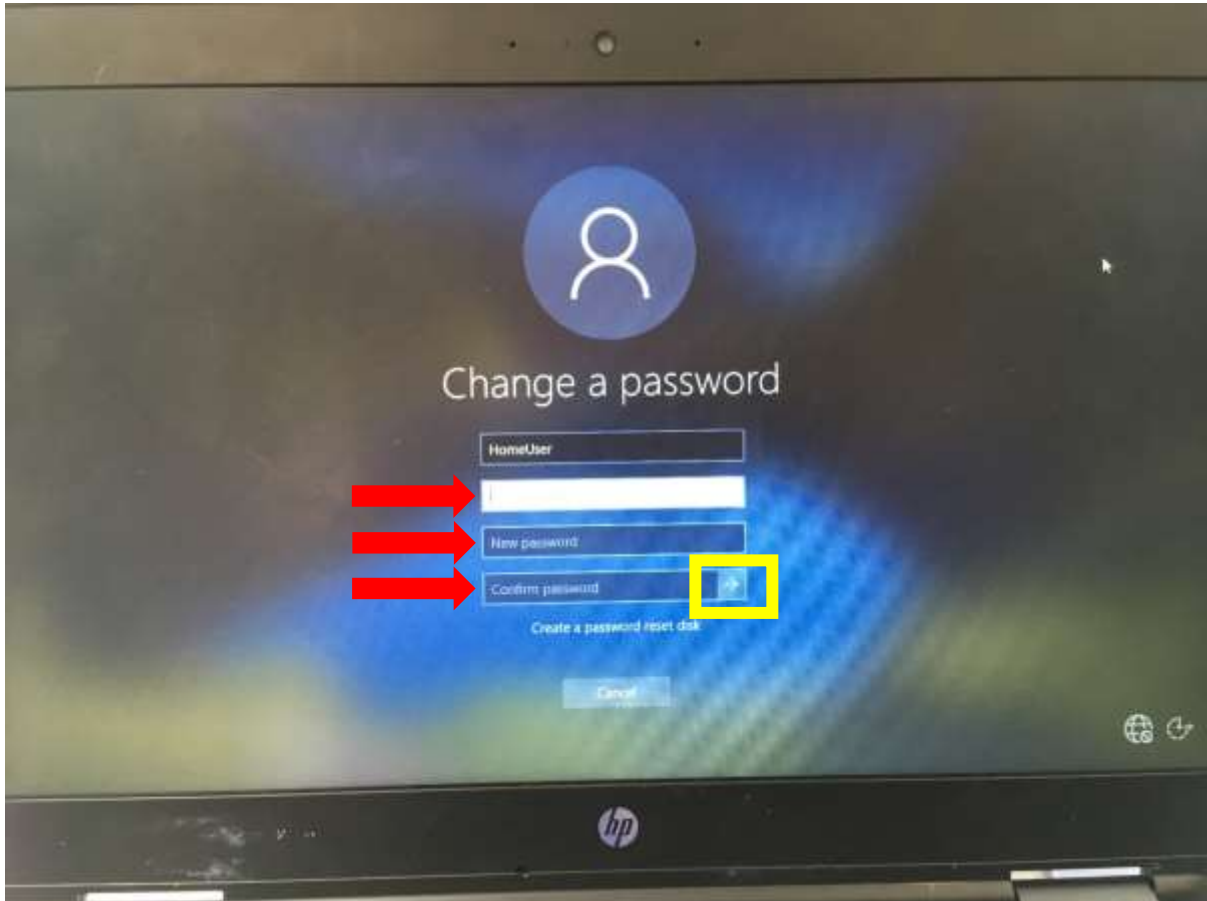


Password Expiry for Home User What to Do

Some school laptops being used at home may ask you to change your password. If this happens please follow these instructions.

When you are asked to change the password, you will see the screen below.



Leave the fields marked “old password”, “new password and “confirm password” blank.

Click on the blue arrow on the end of the “confirm password”.

You will then be logged into the computer.

This will happen every 42 days, just repeat this each time it happens.

If this has already happened and you have created your own password that is ok.

Take a note of the password, as you will be asked to change this at some point in the future.

If you have forgotten the password, the laptop will need returned to the school to be reset.