

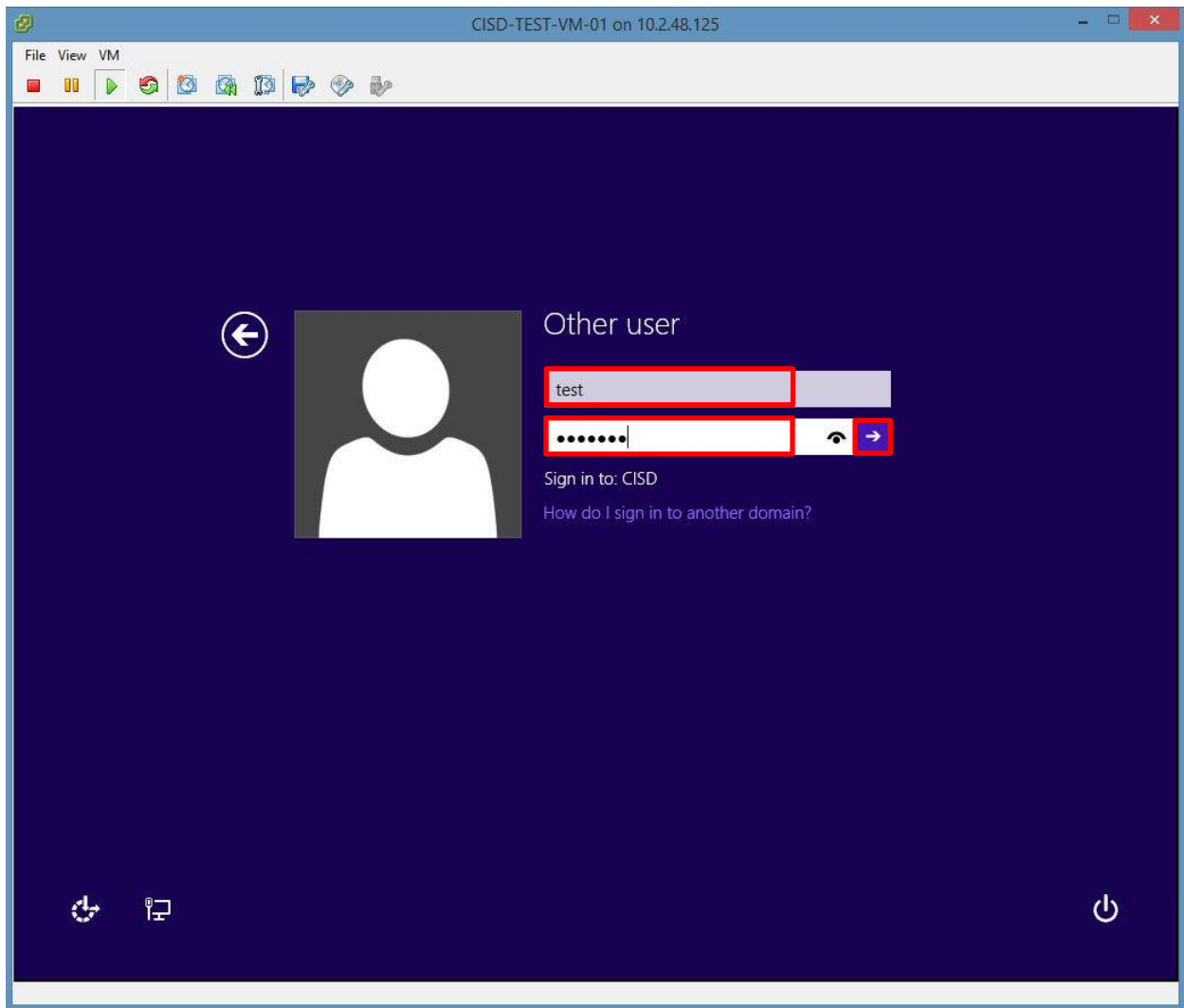


How to change default or expired login password

This document will guide you through the process of changing a default password (the password assigned to all new staff members) or and expired password. This document will display prompts with the text that is specific to changing a default password; however, the process to changing an expired password is exactly the same. The only difference between the two procedures is the verbiage of the prompt received when attempting login.

Step 1: Enter your username and current password and hit enter or click the arrow.

- For new users changing the default password, your password should have been provided to you in your new employee orientation
- For existing users attempting to change an expired password, your password is the password that has expired

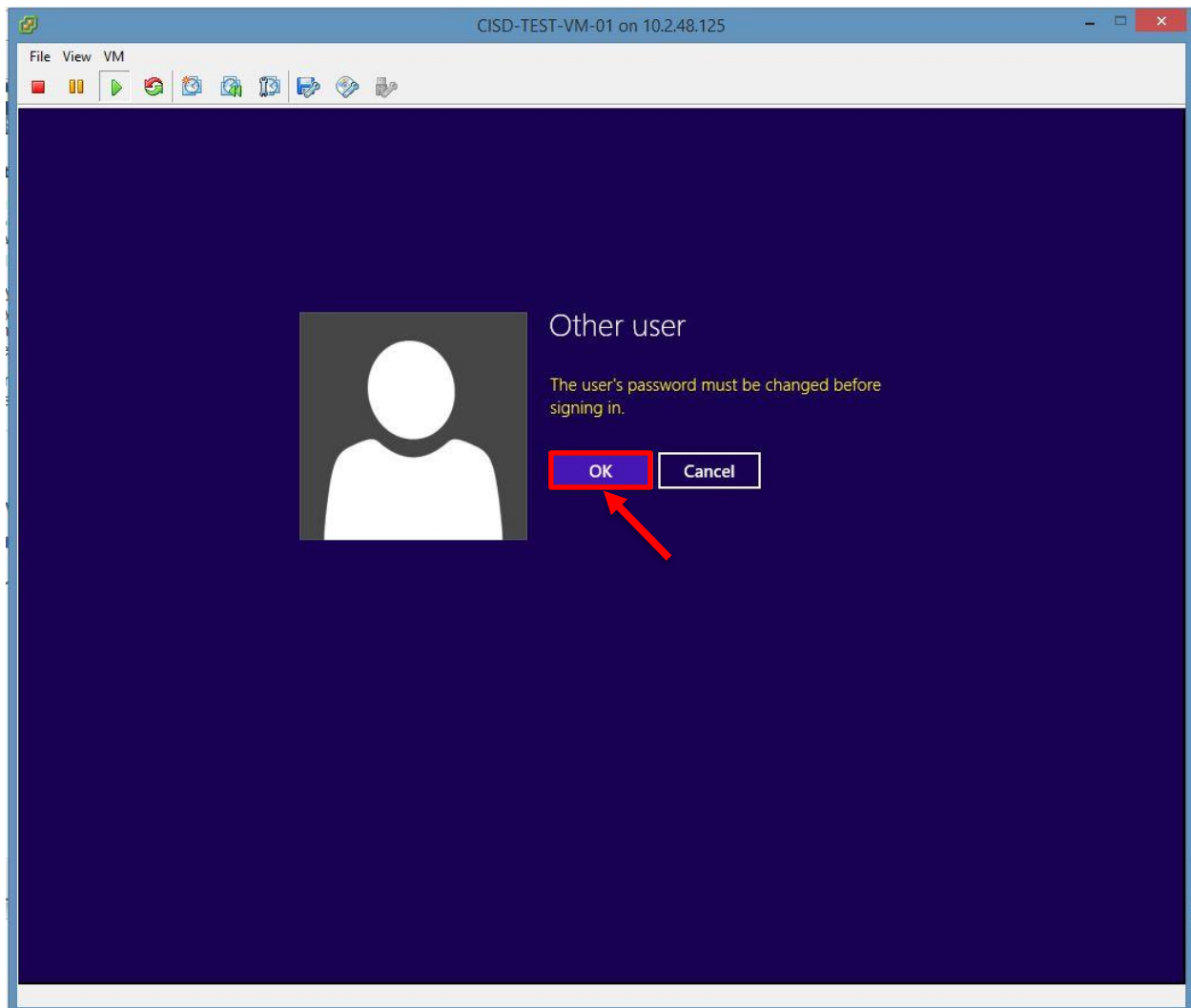




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Step 2: You will receive a prompt specific to the condition. Click "OK"

- Changing the default password: *"The user's password must be changed before signing in"*
- Changing expired password: *"Your password has expired and must be changed"*

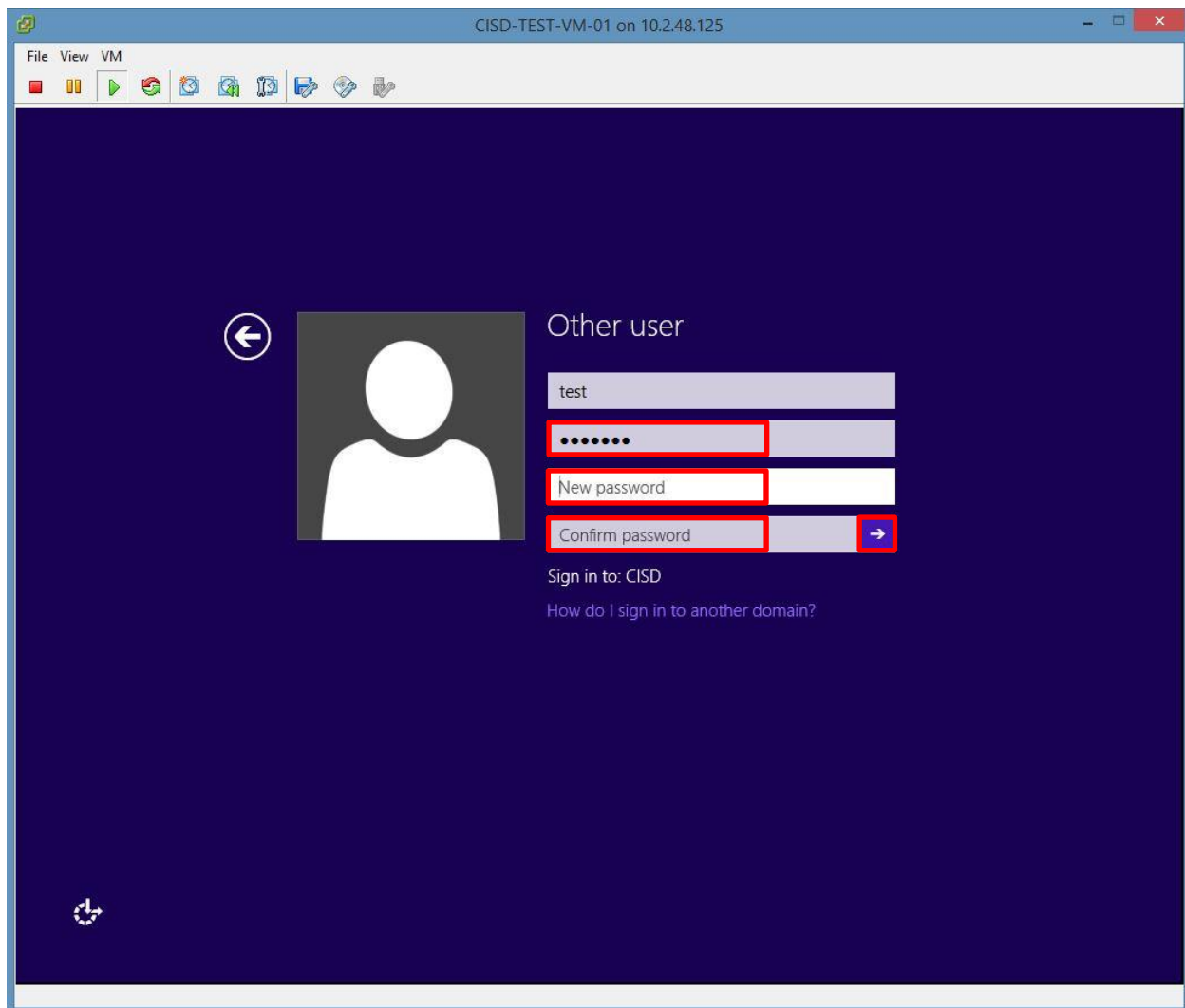




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Step 3: On the next screen, enter your old password and new desired password and then confirm the new password. Then click the arrow or hit enter.

- For new users changing the default password, your old password is the default password given to you in employee orientation
- For existing users attempting to change an expired password, your old password is the password that has expired

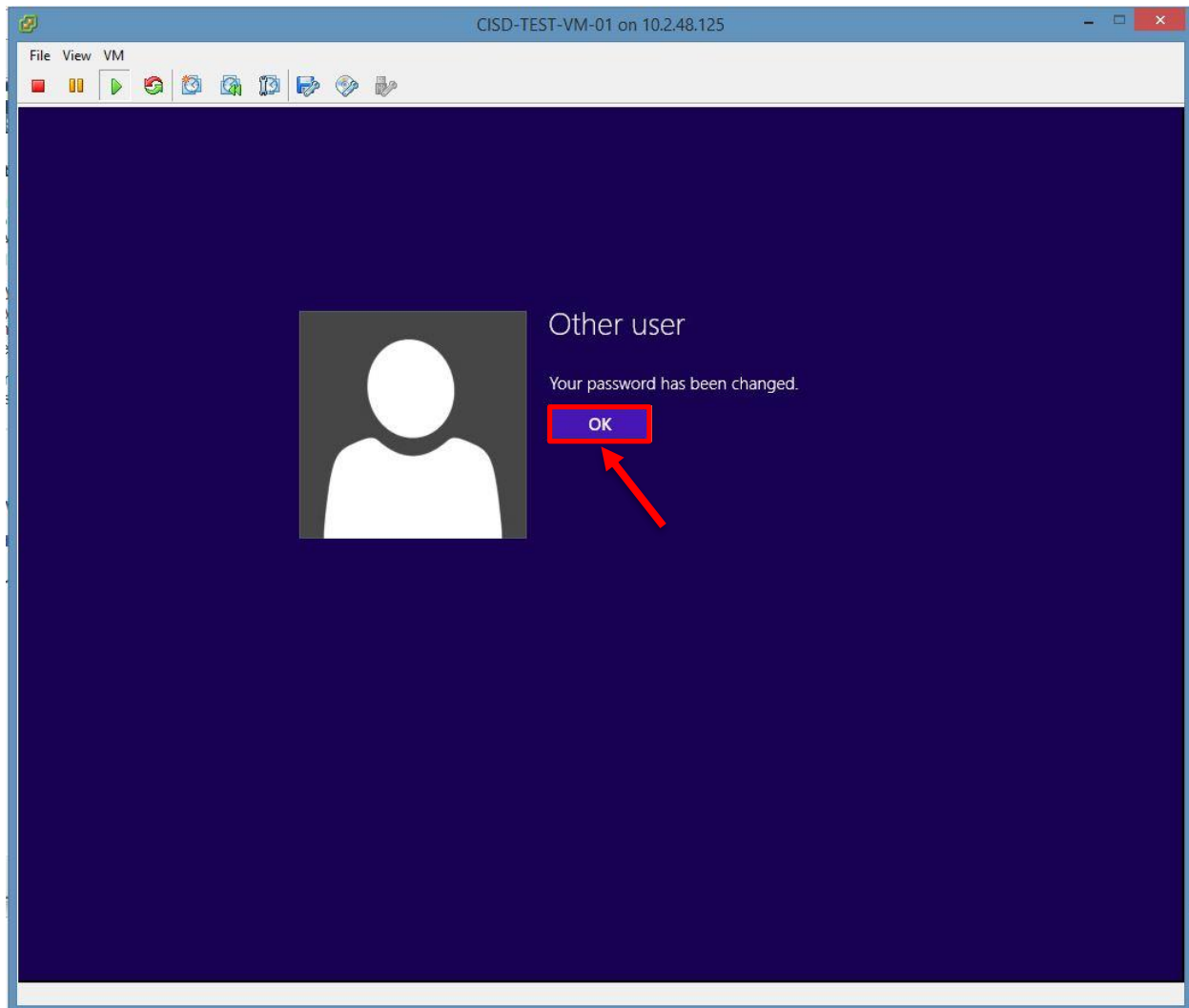




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Step 4: Password reset process is complete. You will receive a prompt that reads: “Your password has been changed.” Click “OK” and you will be logged into the computer.

*****BE SURE TO CONTINUE TO THE NEXT STEPS TO RE-AUTHENTICATE YOUR ACCOUNT WITH THE COPIERS.**

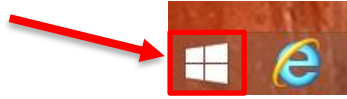




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Step 5: Follow the steps below to re-authenticate with copiers.

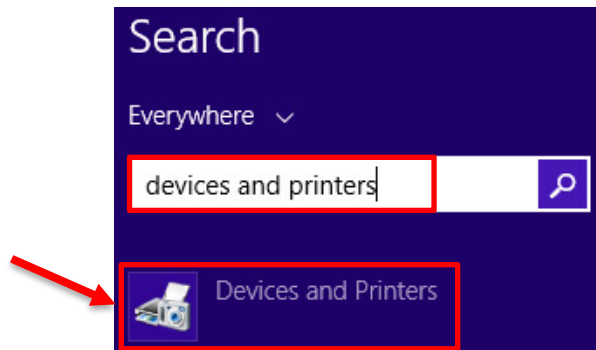
- A. Click the windows button in the bottom left hand corner of your desktop.



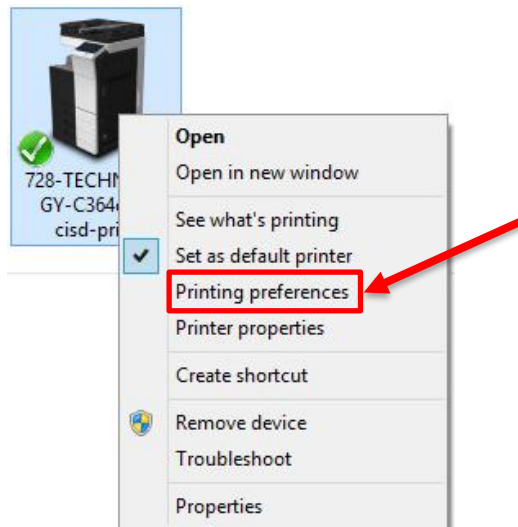
- B. Click the search icon in the top right hand corner of the start screen.



- C. Type “devices and printers” into the search box and select the option titled “Devices and Printers”



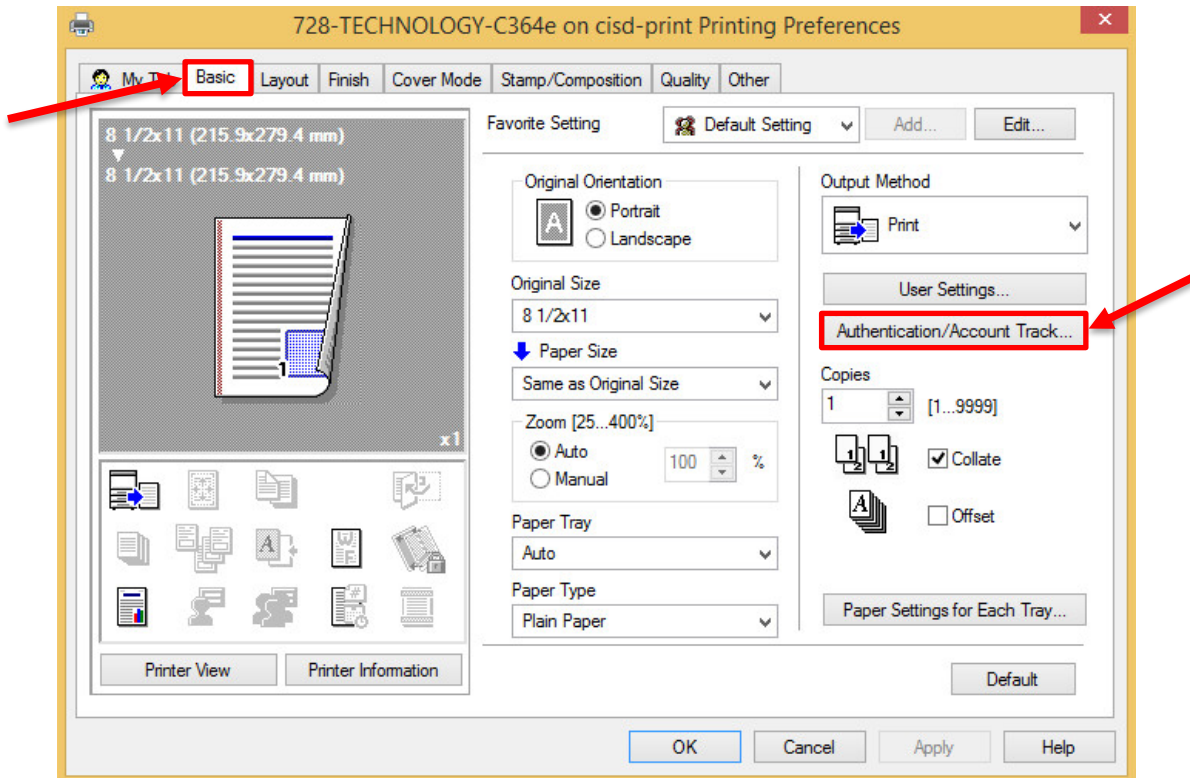
- D. In the box that comes up you will see a list of printers installed on your profile. Choose the printer/copier you wish to update and right click on it and select “Printing Preferences”.



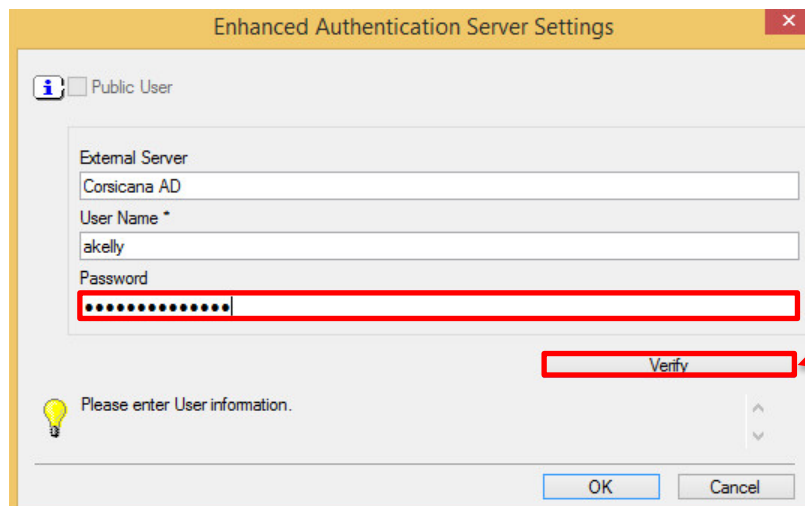


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- E. In the box that pops up choose the tab labeled “Basic” and then click the button labeled “Authentication/Account Track...”



- F. In the box that pops up there will be 3 fields: “External Server”, “User Name*”, “Password”.
- External Server should auto populate with “Corsicana AD”. **DO NOT CHANGE**
 - User Name should auto populate with your login ID. Verify and change if incorrect.
 - Password will be blank. Enter your new password. Then click “Verify”.





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- G. You should receive a prompt that reads: "Verification has succeeded". Just click "OK", Then "OK" again, then "OK" again. Now you are ready authenticated and ready to print.

