

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





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"





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 <u>old</u> password is the default password given to you in employee orientation
- For existing users attempting to change an expired password, your <u>old</u> password is the password that has expired





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.

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





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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cisd-pri	~	See what's printing Set as default printer	
		Printing preferences	
		Printer properties	
		Create shortcut	
(8	Remove device	
		Troubleshoot	
		Properties	



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

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- 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".

Public User	
External Server	
Corsicana AD	
User Name *	
akelly	
Password	
•••••	
	Verify
Please enter User information.	^



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.

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