

# Change your Windows password for Town Network users

(Town network Departments: all departments in Town Hall and Senior Center)

## How to change your windows password

1. Press Ctrl+Alt+Delete
2. Click **Change a password**
3. Type your old password, type your new password, type your new password again to confirm it, and then press Enter

### Password policies and Strong password complexity requirements

- Passwords will be required to be at least 8 characters in length
- Passwords will have to include characters from at least 3 of the following categories
  - Lowercase letters
  - Uppercase letters
  - Numbers
  - Symbols or other special characters (@ # \$ % ^ \* ( ) \_ +)
- The user name cannot be contained in the password
- The password cannot contain any spaces, tabs, or line breaks
- You cannot repeat your previous 3 passwords
- Your new password must be kept for at least 7 days before changing again
- Password expires 180 days
- If you forget your password, Please contact IT department to reset it for you, You will be required to change the password the next time when you log on

### Good safety practices

- Never write your password on a sticky and put it on your monitor or under your keyboard.
- Don't ever share your password with anyone.
- Don't use the same password for all the sites you visit.
- Change your password periodically. The more important the information you are protecting, the more frequently you should change the password.
- Always change the default system password. Never leave it as the default.

### Note:

- The windows password and email password are synced; you will see "enter new password notification" for your email within 3 hours, or you will see "Disconnected" at the bottom of your outlook screen. Click the "Disconnect" to enter your new password, the "Disconnect" will change to "Online with Microsoft Exchange"
- **When you change your Windows password, be sure to update your email password on your smart phone to match the new password for your account.**  
(Please see documentation posted on town website employees links for how to configure iPhone and android phone for office 365, [http://www.brookfieldct.gov/Pages/BrookfieldCT\\_Training/index](http://www.brookfieldct.gov/Pages/BrookfieldCT_Training/index))
- ViewPermit users will also need to login with the new password
- The password change will not affect the limited or public-access accounts on the counter workstations and the customer kiosks.