



## HOW TO CHANGE YOUR PASSWORD ON WINDOWS 10



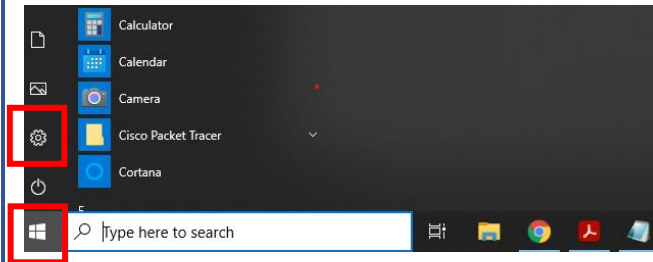
This sheet will show you how to change your password on Windows 10. In addition to a strong password, it is also recommended that you change your password from time to time to ensure your data and information stored on your computer can remain protected and safe.

You will need to know the current password for your computer to make this change, or at least the password of the Windows session configured with your user account, in the event that you have more than one.

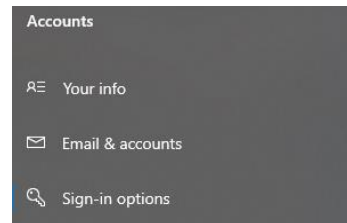
### TO CHANGE AND SET A NEW PASSWORD

Click the Start button (Windows logo) on the bottom left of your screen

Click on Settings (gear icon).



Select “Accounts” and then “Sign-in options”.



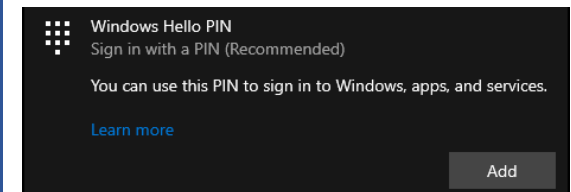
Click on either “Password” or “Change your Password” and you will be prompted to type out your old password.



The next step is to type in your new password and a hint to remember it, in the event that you forget it. Then you are done! Next time you log in, make sure to use your new password!

### CHANGE YOUR PASSWORD TO A PIN

Within “Sign-in options”, click on “Add” under PIN. A PIN will usually be a 4-digit numeric code.



You have to sign in with your current Microsoft account password. Enter your password in the box.

And then you will be asked to enter a PIN.



You are all set! Next time you log into Windows, it will prompt you for your 4-digit PIN instead of a password.

Many users prefer a PIN number for their password as it can be shorter and for some it is easier to remember!