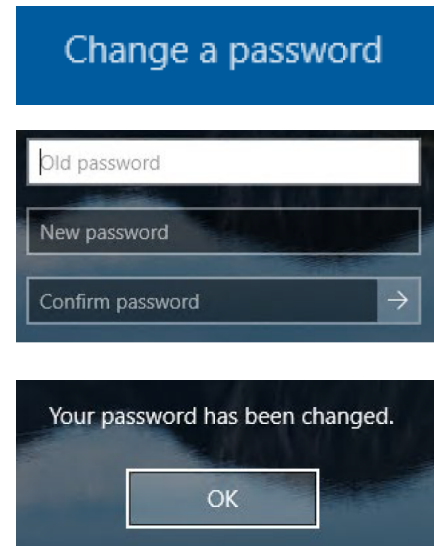


## Resetting your Windows Password

Every XXXXX months, you will be required to change your Genesis Windows login password in order to keep all accounts secure. You will receive an email and a pop-up notification on your computer when it is time to change your password.

1. Type Ctrl + Alt + Delete
2. Click on "Change a Password"
3. Enter in your old password
4. Enter in your new password twice
  - See password complexity requirements below
5. Click the arrow to apply changes
6. You will receive a prompt when the password is changed



Change a password

Old password

New password

Confirm password →

Your password has been changed.

OK

### Password Complexity Requirements

- 8 characters at minimum
- Must contain characters from at least 3 of the 4 following categories:
  - Uppercase Characters
  - Lowercase Characters
  - Numeric digits
  - Special Characters (~!@#\$\$%^&\* \_-+=`|\(){}[]:;'"<>.,?/)
- Password can contain no more than 3 consecutive characters found in your first, last name, or user name
- New password can not be a previously used password