









## How Do I Change my Haas Computing Password?

Since Spring semester of 2001 only one password is needed for all your Haas Computing Services accounts. These accounts include your **Windows Network**, **E-mail**, and **Research Accounts**. If you change your Windows password you will be changing the password for all three accounts.

These instructions show you the two methods currently available for changing your Haas computing password.

Please refer to the document "[Create a Good Password](#)" on our [how do I](#) website for tips on how to create a secure password.

Step	Procedure	Illustrations
1	<p><b>First Method:</b>  <b>Changing your Password on the Web</b></p> <p>You can change you windows network account by going to the following website:</p> <p><a href="https://ssl.haas.berkeley.edu/cpwd/">https://ssl.haas.berkeley.edu/cpwd/</a></p> <p>Follow the instructions on the page for changing your password.</p>	
2a	<p><b>Second Method:</b>  <b>Changing your Password on a Domain Computer</b></p> <p>Another way you can change your network password is by logging in to a computer in the Haas domain. For example a computer in the Haas Computer Lab or in your office if you are Faculty or Staff.</p> <p>So the first step is to log in to the Haas domain with your windows account.</p>	

<p><b>2b</b></p>	<p>Once you are logged in, Press "<b>Ctrl+Alt+Delete</b>" to bring up the "<b>Windows NT Security</b>" dialog shown to the right .</p> <p>Click on the "<b>Change Password</b>" button to bring up the "<b>Change Password</b>" dialog.</p>	 <p>The screenshot shows the Windows Security dialog box. At the top, it says 'Windows Security' and 'Microsoft Windows XP Professional'. Below that, it displays 'Logon Information' with the text 'Melendez, Paz is logged on as HAAS\paz.' and 'Logon Date: 3/25/2004 9:15:04 AM'. At the bottom, there are several buttons: 'Lock Computer', 'Log Off...', 'Shut Down...', 'Change Password...', 'Task Manager', and 'Cancel'. The 'Change Password...' button is highlighted.</p>
<p><b>2c</b></p>	<p>The "<b>User name</b>" and "<b>Domain</b>" fields should be already completed. Enter you old password in the "<b>Old Password</b>" field, and then enter your new password in the "<b>New Password</b>" and "<b>Confirm New Password</b>" fields.</p> <p>Click on the "<b>OK</b>" button to complete your password change.</p> <p><b>Note:</b> Please refer to the document How do I : "<a href="#">Create a Good Password</a>" for tips on creating a secure password.</p>	 <p>The screenshot shows the 'Change Password' dialog box. It has fields for 'User name:' (filled with 'pazp'), 'Log on to:' (filled with 'HAAS'), 'Old Password:' (filled with dots), 'New Password:' (filled with dots), and 'Confirm New Password:' (filled with dots). There are 'OK' and 'Cancel' buttons at the bottom right. A mouse cursor is pointing at the 'OK' button.</p>
<p><b>2d</b></p>	<p>The following message will appear after you have successfully changed your password:</p> <p><b>"Your password has been changed"</b></p> <p>Click "<b>OK</b>" to return to the "Windows Security" dialog (from step 3).</p>	 <p>The screenshot shows a small message box titled 'Change Password'. It contains an information icon and the text 'Your password has been changed.' Below the text is an 'OK' button. A mouse cursor is pointing at the 'OK' button.</p>
<p><b>2e</b></p>	<p>Click "<b>Cancel</b>" to return to your Windows desktop.</p>	 <p>This screenshot is identical to the one in step 2b, showing the Windows Security dialog box with the 'Change Password...' button highlighted.</p>