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## Changing your password

Congratulations on your purchase of a ToughBook computer! Your computer arrives with any additional hardware or software added. In order to make changes, we had to establish an account for the administration of the computer. We used the password **walcott**. You will need to type **walcott** in order to access Windows.

To change to your own, personal password, click on the 'start' button in the lower left corner. When the window opens, go to 'Control Panel.' From the Control Panel, access 'User Accounts.' A window will pop-up asking you to 'Pick a task' or 'Pick an account to change.' Choose 'Pick and account to change—Administrator.' You will be asked, "What do you want to change about your account?" Choose "Change my Password." A window will pop-up where you will enter the old password (type **walcott**), the new password, and the new password, again.

### *Summary:*

Start>Control Panel>User Accounts>Pick and account to change—Administrator>What do you want to change about your account?>Change my Password.

That is all! The changes will take place when you restart the computer. If you ever have problems typing passwords, make sure both the Caps Lock and NumLk buttons are not active.