Staff and Faculty Password Change - Windows 7 and 8 Changing your Yale NetID password and updating your Windows logon password. **NOTE: CHANGE YOUR YALE NETID PASSWORD WHILE ON CAMPUS AND CONNECTED TO THE YALE NETWORK VIA ETHERNET (Network cable from the wall jack to your computer)**

Information

CHANGING YOUR YALE NETID PASSWORD AND UPDATING YOUR WINDOWS LOGON PASSWORD.

**NOTE: CHANGE YOUR YALE NETID PASSWORD WHILE ON CAMPUS AND CONNECTED TO THE YALE NETWORK VIA ETHERNET (Network cable from the wall jack to your computer)**

- on campus Desktop computers and Laptops with docking stations already are connected to the Yale network via ethernet
- users of laptops without docking stations Should Plug an ethernet cable from the wall to the laptop directly.
- Users of laptops without a built-in ethernet jack should use a USB to ethernet adapter or consult the SOM IT Service Desk prior to changing password.

1. Leave only the computer from which you’ll change your password powered on. Power down all devices for which you are the primary user and access Yale resources: smartphones, tablets, secondary computers, home computers, and virtual machines.
2. On the computer from which you’ll change your password, ensure that you are connected to the Yale network via ethernet, not wireless. Click the Windows Start button, type: network and sharing center then hit enter. The Network and Sharing Center window will open. It should indicate: yale.edu: Domain network, Connection: Ethernet.

3. Exit all open applications.
4. Launch Internet Explorer and go to: https://veritas.its.yale.edu/netid/ChangeNetIDPassword.do
5. Enter your NetID and current password.
6. Review the password requirements and enter your new password twice, then click the Change Password button.
7. Immediately restart your computer and log on with your new password.

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