

Changing BCPS Password – Windows 8

BCPS password requirements

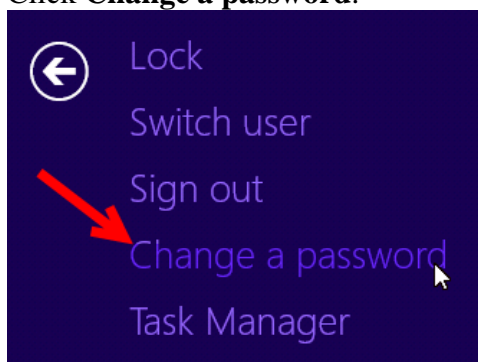
- a) Your password must have a minimum of 8 characters.
- b) Your password must not contain parts of your first, last, or logon name.
- c) Your password must be changed every 90 days.
- d) Password must contain characters from three of the following four categories:
 - upper case character (A-Z)
 - lower case character (a-z)
 - numeric character (0-9)
 - non-alphabetic characters (for example, !, \$, #, %)
- e) You may not reuse any of your last 10 passwords

If you have forgotten your BCPS User ID please contact your Technology Liaison or call the Technology Support Services Help Desk at 443-809-4672.

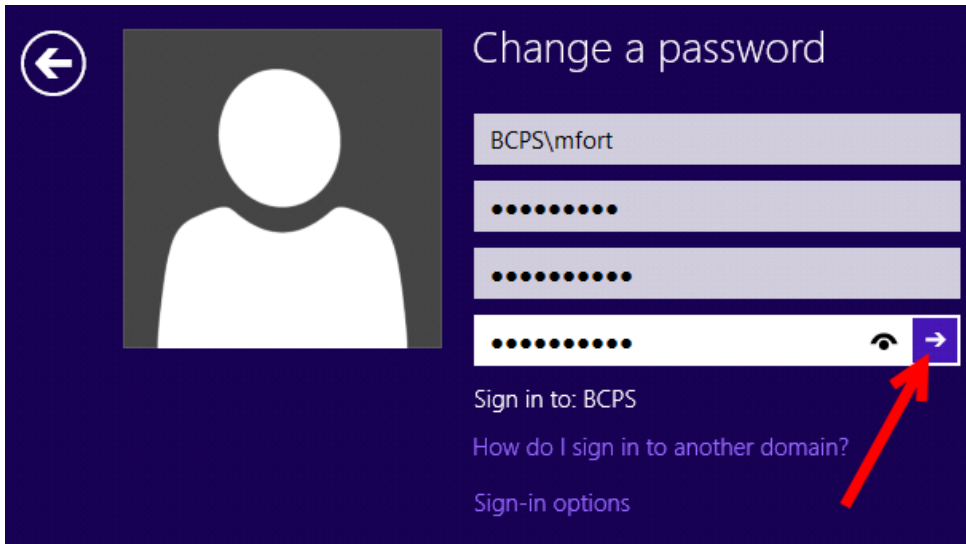
Changing Your Password While Connected to the BCPS Network (Preferred)

This preferred method of changing your BCPS password will only work inside a BCPS facility. Log into your computer first and then follow the directions below.

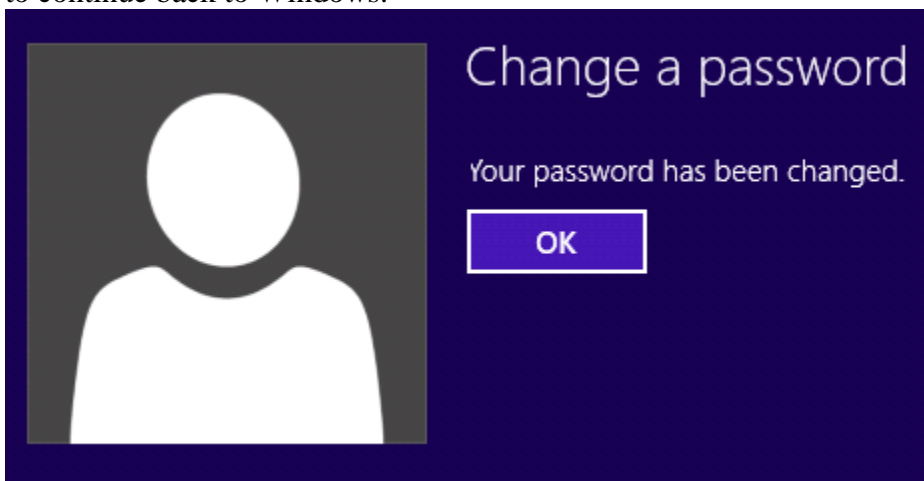
1. Press the control, alt, and delete keys on the keyboard at the same time.
2. Click **Change a password**.



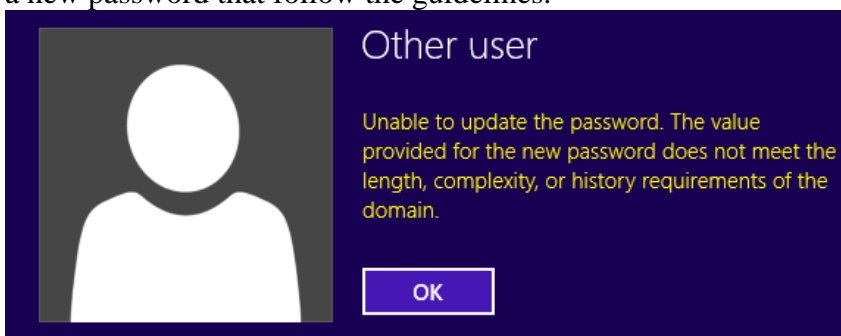
3. Type your old/current password in the first box and then type your desired new password in each box. Press the arrow button to submit the change.



4. You will see confirmation that your password has been successfully changed. Click OK to continue back to Windows.



If you see the following graphic the new password selected does not meet the requirements stated at the top of this document. Click **OK** to go back to step 3 and select a new password that follow the guidelines.

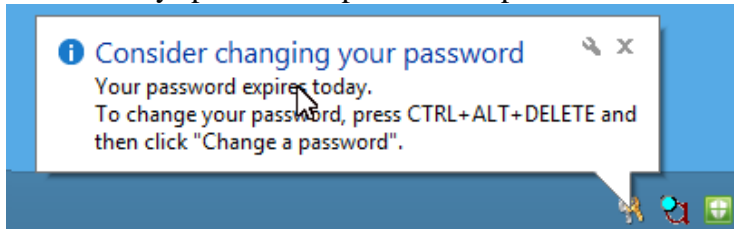


NOTE: After changing your password on the network you should restart your computer and log in again with the new password before leaving a BCPS campus.

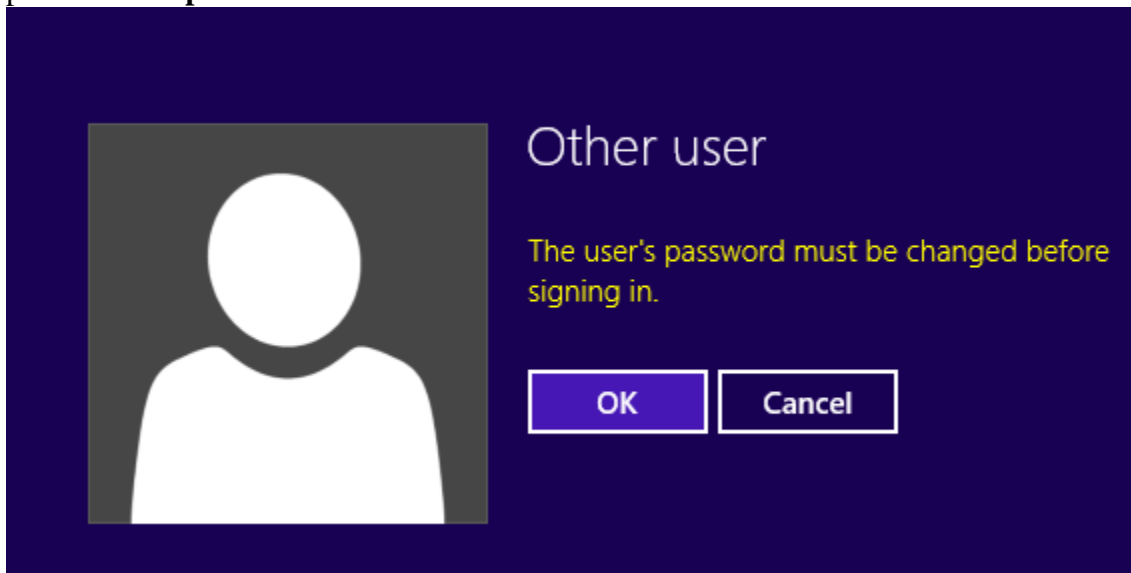
Be sure to configure any mobile devices that are used to access email with the new password.

The following are graphics that may be seen by users when their password is expiring.

This graphic will appear in the bottom right-hand corner of the screen to tell the user their password is about to expire. The notification only lasts a few moments. It will start to appear about 14 days prior to the password expiration date.



After the password expires when a user tries to log in they will encounter the graphic below. This will force the user to change their password in order to log in. After clicking **OK** on this screen proceed to **step 3** in the directions above.



Changing Your Password While Outside the BCPS Network

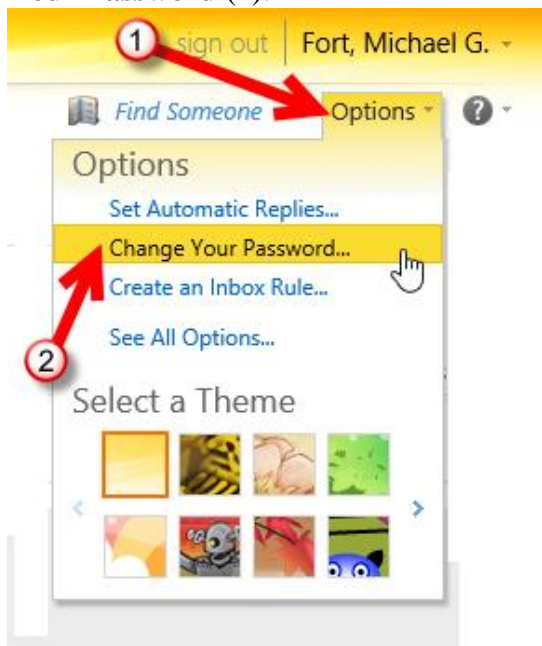
When a user is outside of the Baltimore County network they may still change their password through Outlook Web App (OWA).

1. From a computer connected to the internet open up a web browser and go to <https://email.bcps.org>.

2. Sign in to the system with the current password.



3. Click on **Option** in the upper right-hand corner of the screen (1) and then select **Change Your Password** (2).



4. Type the current password then the new password two times and click **Save**.

Change Password

Enter your current password, type a new password, and then type it again to confirm it.


After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: BCPS\mfort

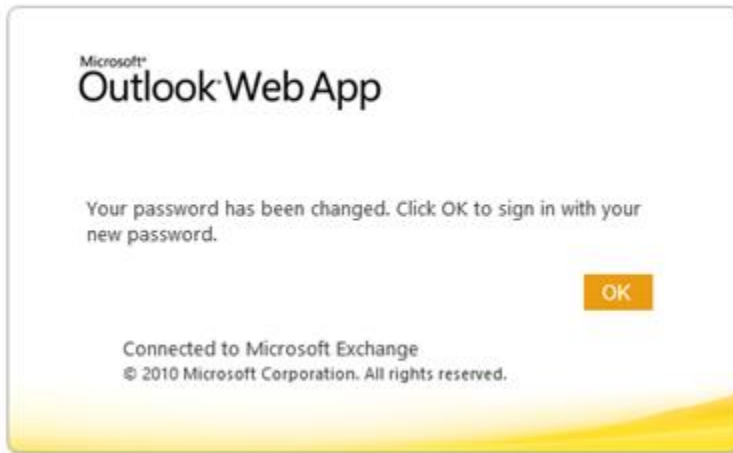
Current password: [password field]

New password: [password field]

Confirm new password: [password field]

 Save

5. The screen below will confirm the password has been changed.



Be sure to configure any mobile devices that are used to access email with the new password.