Change Password for Windows 7 Users Quick Reference Card

About this QRC
This document provides guidance to change your Password for users with the Windows 7 operating system who are on the Leidos domain.

Change Password
1. Press the keys **Ctrl+Alt+Del**
2. Select **Change a password**.
3. Enter your **Old Password, New Password** and **Confirm Password**.
4. Click the **arrow**.
5. Please wait while the system changes your Windows Domain Password.

6. **Please note:** You may receive a notification depending on your encryption product.
   
   A. If you have McAfee encryption, you will not receive a notification, please go skip to step #7.
   
   B. If you have Symantec Encryption (SEE) you will be prompted with a notification for “Single Sign-On Password Synchronization”. Click **OK**.

7. Your password has been successfully changed. Click **OK** to continue using your computer.

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**Need Help?**  Contact the Leidos Service Desk by calling 855-9 LEIDOS (855-953-4367).