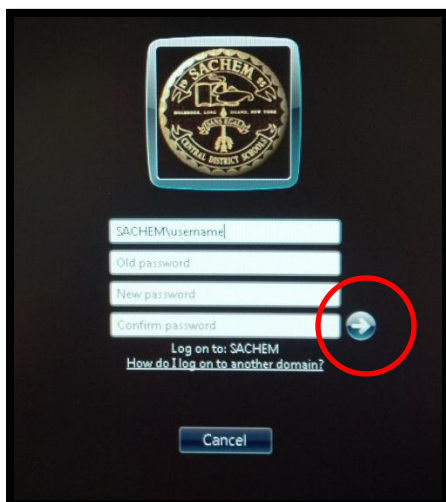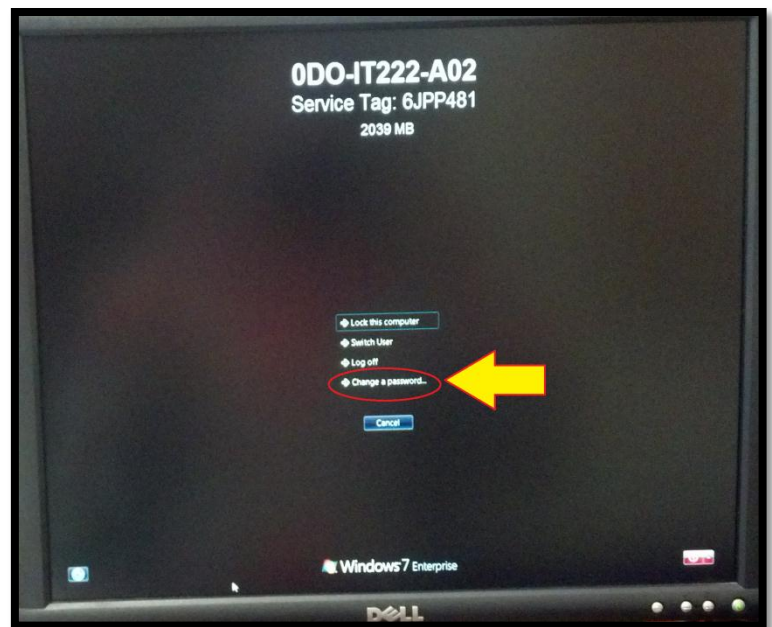## To change your Sachem password –

1. On the keyboard, hold the three buttons below simulataneously:

Control (Crtl), Alt, and Delete (Del)

2. This screen will come up. Click "Change a password".

3. Enter your old password in line 2. Enter your new password of choice in both line 3 and line 4. (Line 1 is already filled in properly with your username and password.)

4. Click the right arrow to go back to your desktop. Your password is now reset.