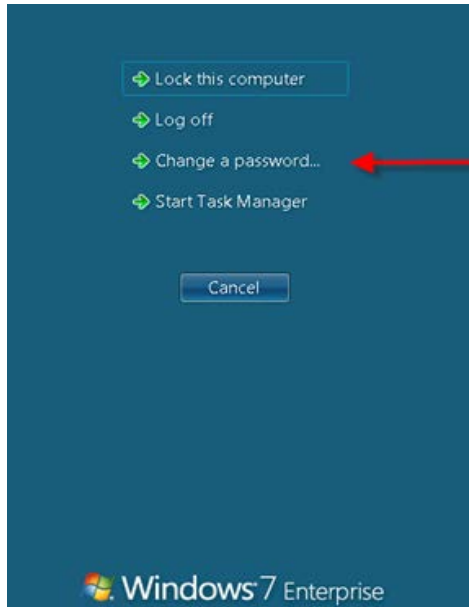


## Change Password for Windows 7 Users Quick Reference Card

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

- Change Password**
1. Press the keys **Ctrl+Alt+Del**
  2. Select **Change a password.**



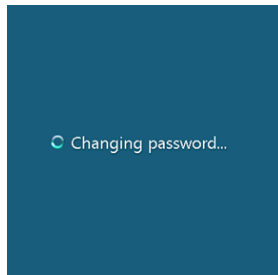
3. Enter your **Old Password**, **New Password** and **Confirm Password**.



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 SAIC Service Desk by calling 1-877-999-7242 or by logging a service request at <https://issaic.saic.com/its/services/servicedesk/>

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