

HOW TO CHANGE THE PASSWORD ON YOUR LOCAL ACCOUNT

Even though it is not required, some users prefer to have a password for their local account for privacy and security. Some users prefer to change their local account's password from time to time, again for privacy and security reasons. For convenience, it is possible to have the same password and pin for both the Microsoft account and the local account.

To change a password for your local account, follow these steps:

1. Make sure that you are signed in to your local account.
2. Go to Settings (Window key + I).
3. Click on Accounts.
4. In the left column, click on Sign-in Options.
5. In the right column, click on the ***Change*** button under Password.
6. On the next screen (Change your password), type your current password, then click *Next*.
7. On the next screen (also called Change your password), fill in the three boxes with the requested information.
8. The next time you sign-in to your local account, you will be required to enter your new password in order to continue to your Desktop.