

Elgin Independent School District

Elgin ISD Network Account

How to: Reset my Network Account Password

The network password is the password you use to logon to the Elgin ISD domain from your Windows computer. It is also the same password you use to retrieve your mail from the network using Outlook (desktop or web mail).

Choosing a Password:

Please use the following rules and suggestions for maximum effectiveness.

- Change your password at least twice a year
- It should have a minimum of 8 alphanumeric characters
- Be creative, but also choose a password you can remember
- It should not include your user name, first or last name, your spouse's name
- Do not share your password with other individuals, including your co-workers and especially students

How to change your Network Account Password

- (1) Close all running programs and press CTRL+ALT+DEL keys simultaneously
- (2) Click the Change a password option
- (3) Type your current password and your new password (twice) in the listed boxes
- (4) Click the arrow button or press enter
- (5) You should see a confirmation message
- (6) Log off your computer and log back in with your new password

Frequently Asked Questions

1. **What is my network account user name?**
 - Your network account user name is the first half of your email address
Example: John Doe's email address is john.doe@elginisd.net and his user name is john.doe.
2. **What do I do if I lock myself out of my network account or cannot complete the steps listed above?**
 - Have somebody email the Helpdesk for you, or call 512-281-9860 for assistance