

# PUSAT PEMBANGUNAN MAKLUMAT DAN KOMUNIKASI (iDEC) UNIVERSITI PUTRA MALAYSIA

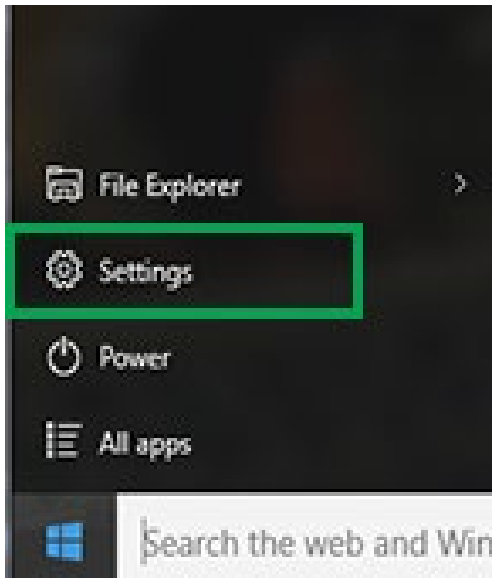
## PANDUAN MENGAKTIFKAN KATA LALUAN WINDOWS

### Windows 10

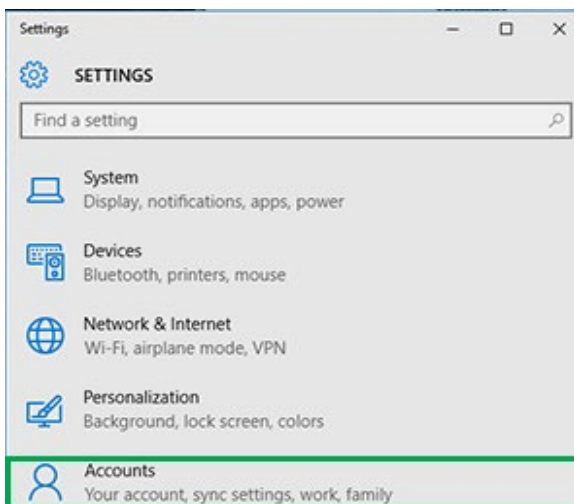
- ▶ Klik butang *'Start'* di sebelah kiri bahagian bawah skrin



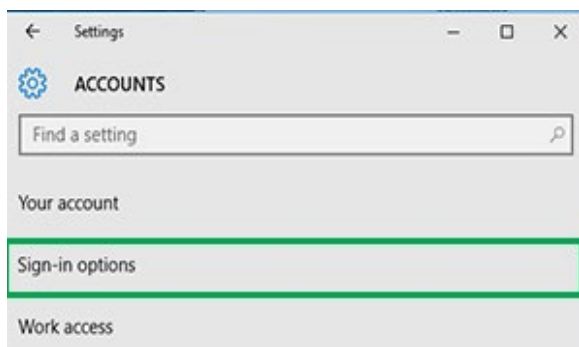
- ▶ Klik menu *'Settings'*



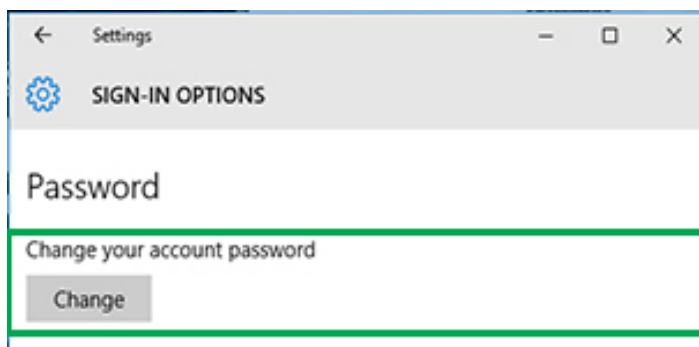
- ▶ Pilih menu *'Accounts'*



- ▶ Pilih menu *'Sign-in options'*



- ▶ Klik pada butang *'Change'* dibawah menu *'Change your account password'*



- ▶ Masukkan kata laluan semasa untuk pengesahan, Klik butang *'Next'*

A blue rectangular form with a white input field. To the left of the input field is the text 'Current password'. The input field contains a vertical cursor.

- ▶ Masukkan kata laluan baharu. Kata laluan hendaklah mempunyai saiz sekurang-kurangnya lapan (8) aksara dengan mengandungi sekurang-kurangnya 2 daripada : Huruf besar, huruf kecil, nombor dan simbol. Klik butang *'Next'*

A blue rectangular form with a white input field. At the top left is a back arrow icon and the text 'Change your password'. Below this are three input fields: 'New password', 'Reenter password', and 'Password hint'. The 'New password' and 'Reenter password' fields contain seven black dots. The 'Password hint' field is empty.

- ▶ Klik *'Finish'*. Selesai

A blue rectangular form with a white input field. At the top left is a back arrow icon and the text 'Change your password'. Below this is the text 'Next time you sign in, use your new password.'

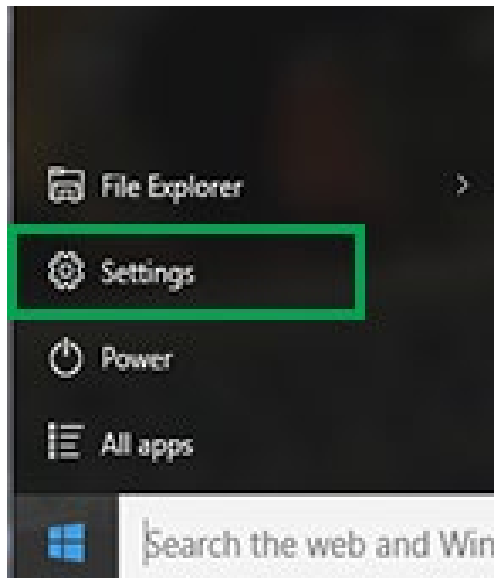
## WINDOWS PASSWORD ACTIVATION GUIDE

### Windows 10

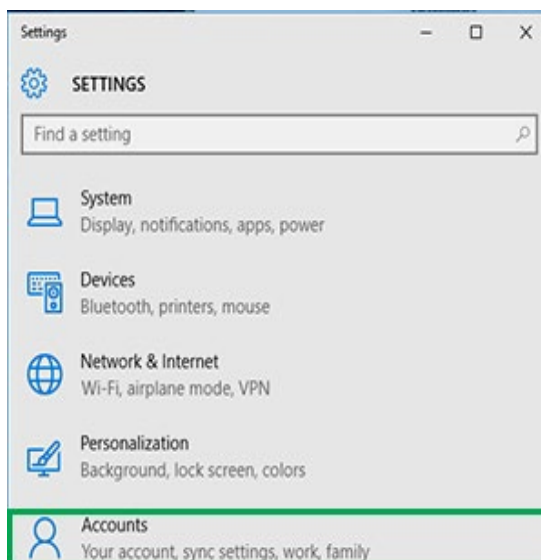
- Click the 'Start' button on the bottom left of the screen



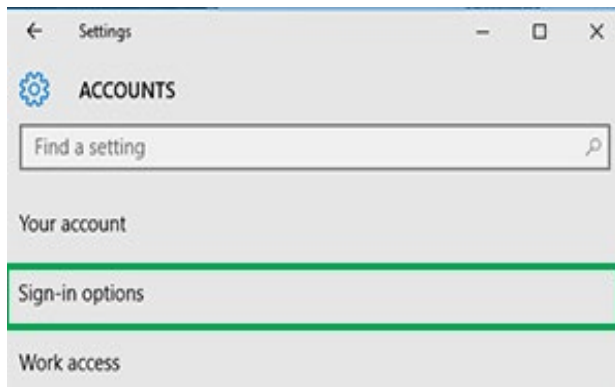
- Click on the 'Settings' menu



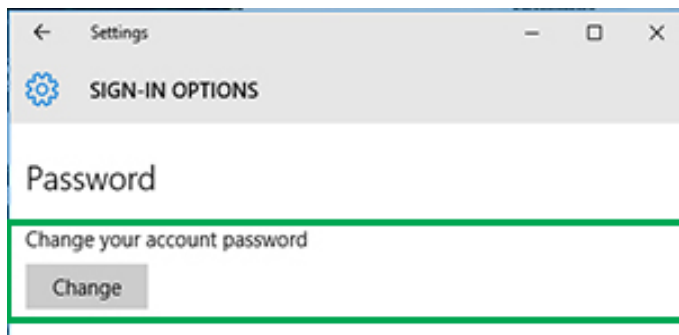
- Select the 'Accounts' menu



- **Select the 'Sign-in options' menu**



- **Click on the 'Change' button under the 'Change your account password' menu**



- **Enter the current password for verification, Click the 'Next' button**



- **Enter a new password. Password must be at least eight (8) characters in size with at least 2 of: uppercase letters, lowercase letters, numbers and symbols. Click the 'Next' button**



- **Click 'Finish'. Done**

