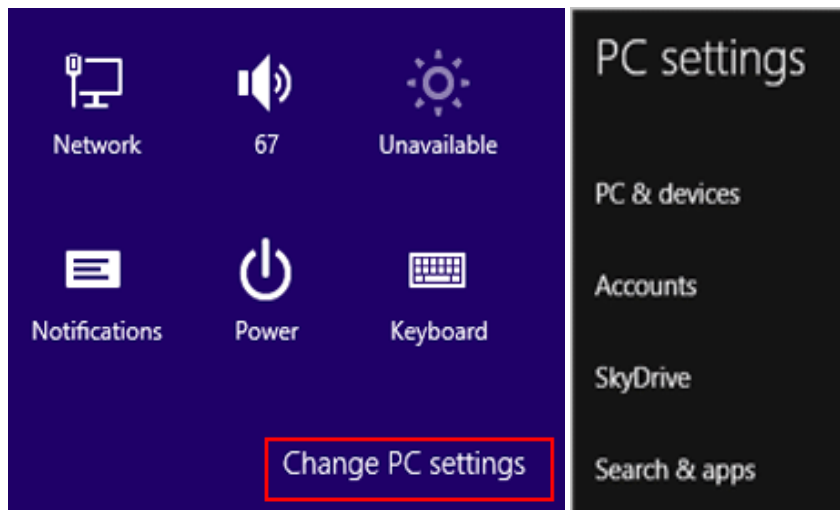


PUSAT PEMBANGUNAN MAKLUMAT DAN KOMUNIKASI (iDEC) UNIVERSITI PUTRA MALAYSIA

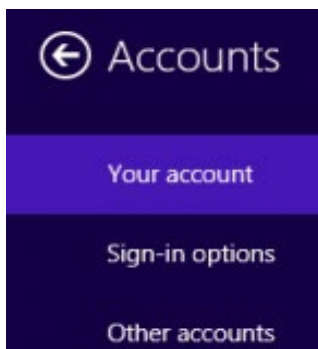
PANDUAN MENGAKTIFKAN KATA LALUAN WINDOWS

Windows 8/8.1

- ▶ Halakan *cursor* ke sudut kanan bawah skrin atau tekan *shortcut* key 'Windows Key + C', kemudian klik pada 'Setting'
- ▶ Klik pada 'Change PC Settings'. Kemudian klik menu 'Accounts'



- ▶ Pilih menu 'Sign-in options' dan klik pada butang 'Change' dibawah menu Password



- ▶ Masukkan kata laluan semasa dan 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'

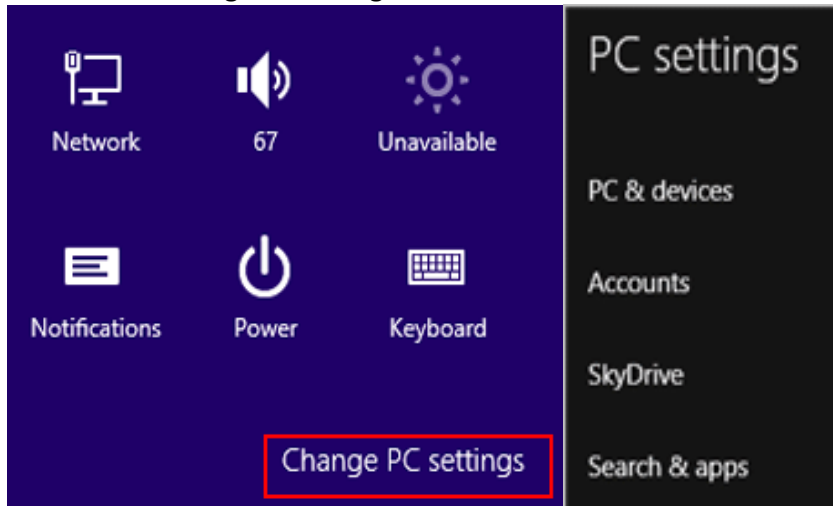


- ▶ Klik 'Finish'. Selesai

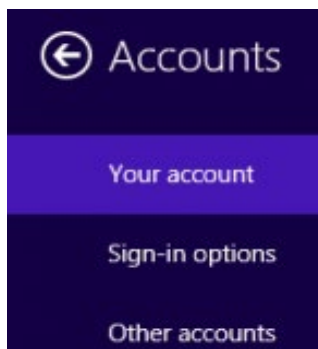
WINDOWS PASSWORD ACTIVATION GUIDE

Windows 8/8.1


- Point the cursor to the lower-right corner of the screen or press the 'Windows Key + C' shortcut key, then click on 'Settings'
- Click on 'Change PC Settings'. Then click on the 'Accounts' menu



- Select the 'Sign-in options' menu and click on the 'Change' button under the Password menu



- Enter your current password and your 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

A screenshot of the Windows 8/8.1 password change screen. It features three input fields: 'Old password', 'New password', and 'Reenter password'. A link for 'Forgot your password?' is located between the first and second input fields.

- ▶ Klik '*Finish*'. Selesai