This document provides a step-by-step set of instructions on how to change your Broad College of Business domain password from a Windows 2000 or Windows XP computer at the Business College. This password is used to log into all Business College resources such as computer workstations, the Business email system [username@bus.msu.edu], and network drives.

Once are successfully logged onto your computer press Ctrl-Alt-Del on your keyboard. You will be presented with a screen similar to the one shown below. Click the button that says ‘Change Password…’
Now you will see a screen as shown below. Make sure that the ‘Log on to:’ field shows ‘BUSINESS’, and then fill out the ‘Old Password’, ‘New Password’, and ‘Confirm New Password’ fields. Then click ‘OK’.

You should then receive a message stating that you have successfully changed your password, as seen here: