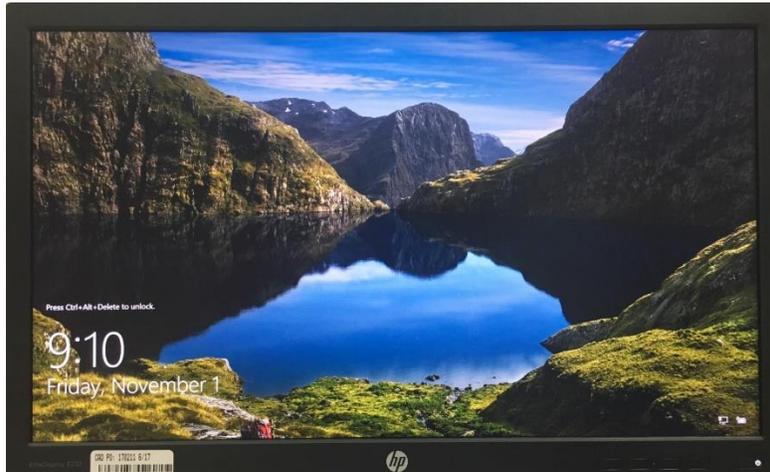


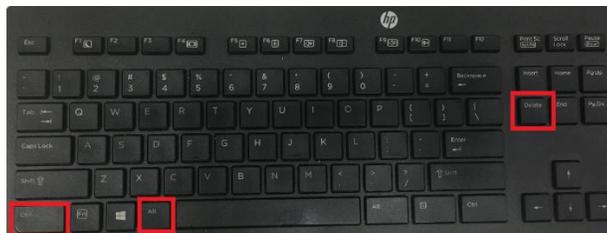
If you are logging into a Marathon County network computer for the very first time, you will automatically be prompted to reset your password. That new password will be good for the next 90 days, but will need to be changed again at that point. All Employees must change their password every 90 days.

Looking to change your password after 90 days or for any other reason than it being your first time logging in, [click here](#).

Logging in for the first time...Follow these instructions.



You will need to hold the Ctrl, Alt, & Delete keys all together at once to bring up the User Name and Password screen.



Once the screen appears, please enter your user name and password.



Once you do that, a new screen will appear.

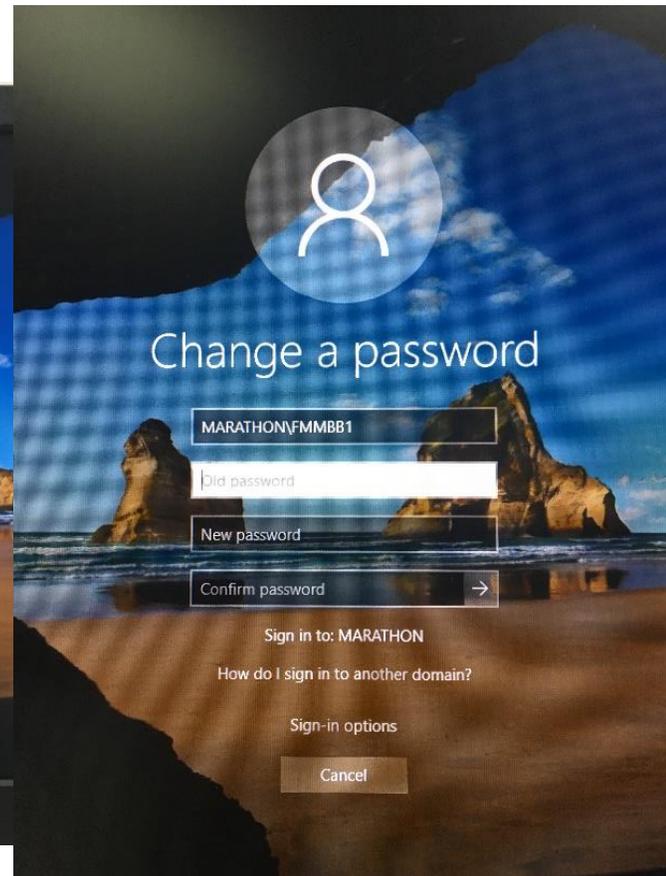
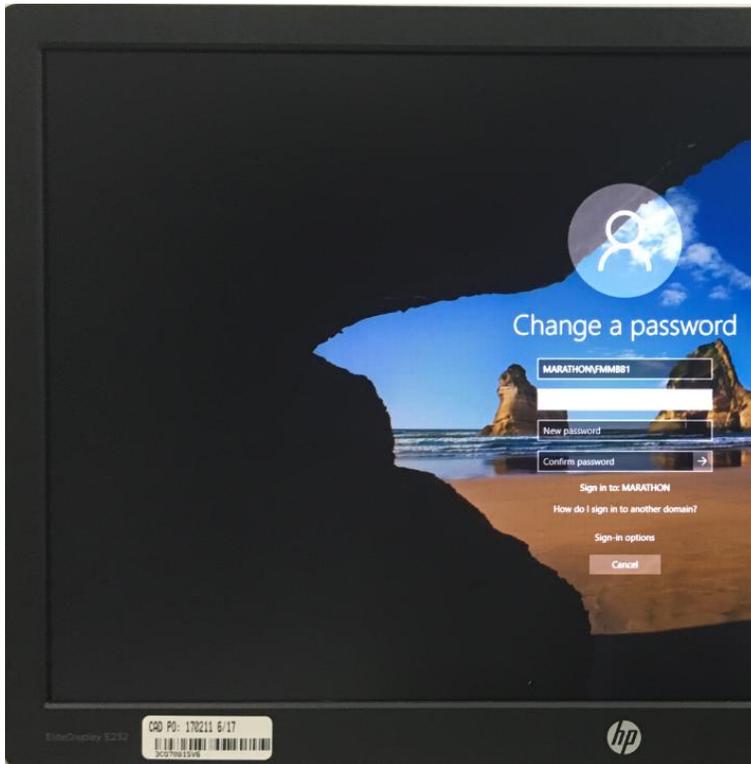
The top box will read: MARATHON\YOUR USER NAME

The next box will ask you for your Old password, just reenter the temporary password that was given to you.

The 3rd & 4th box will prompt you for a New password & then to Confirm that password

Make sure you enter the same password in both boxes and write it on your card so you do not forget it.

After that, you are all set.



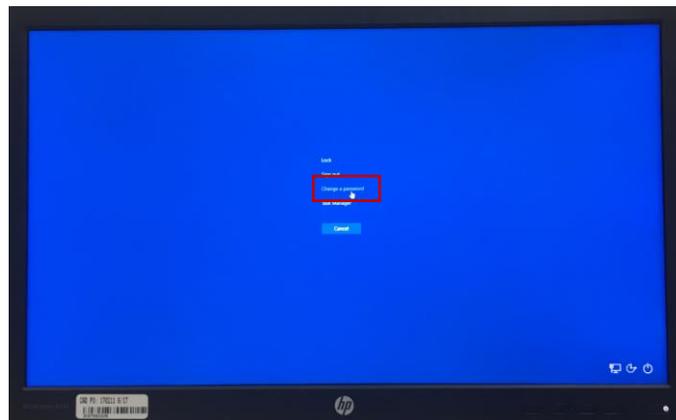
If you wish to reset your password at any other time, or once you are reaching the 90 day mark, you will log into the computer using your user name and password. Once you are fully logged in.



You will need to hold the Ctrl, Alt, & Delete keys all together again.



A blue screen will appear with 4 options: Lock, Sign out, Change a password, and Task Manager. Select Change a Password.



After selecting Change a Password a new screen will appear

The top box will read: MARATHON\YOUR USER NAME

The next box will ask you for your Old password, just reenter the password you used to log into the computer

The 3rd & 4th box will prompt you for a New password & then to Confirm that password

Make sure you enter the same password in both boxes and write it on your card so you do not forget



Your new password should be set for the next 90 days.