1. On the Windows Login Screen, select Other users



2. Key in cdgtax\lanID and the password



3. On the keyboard, press CTRL + ALT + DEL key

I	_ock	
e.	Sign out	
	Change a password	
	lask Manager	
	Cancel	

4. Select Change a Password

2
Change a password
DId password New password
Confirm password → Sign in to: CDGTAXI How do I sign in to another domain?

5. Key in the old password and also the new password.

Password requirement:

Min 1 CAP letter e.g ABC Min 1 small letter e.g abc Min 1 Number e.g 123 Min 1 Symbol e.g !@#\$%

6. Once done, Sign out.

Repeat the steps 2 again for Onecdg\lanid