

# How to Change Your Novell Password

1) Login using your Username and temporary assigned password.

2) You will receive a window alert saying, “Your password has expired. You have 3 grace logins. Would you like to change your password now?” Click OK.

3) Change the temporary assign password to a strong password.

A **STRONG password** is a password that meets the following criteria:

- At least 7 characters long
- Uses a combination of number, letters, and/or symbols
- Does NOT use a word that can be looked up in a dictionary
- Looks like a bunch of numbers/letters/symbols grouped together with no obvious rhyme or reason.

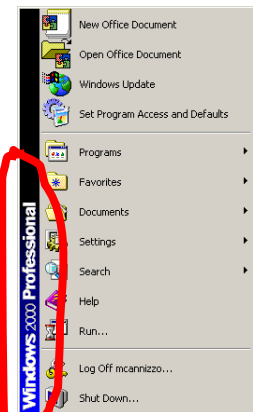
For example, someone has three children each born on January, February, and March respectively. A password can be made up of the initial letters of each child’s birthday – jfm – and the years they were born. So a strong password can look like: j95f97m02.

**PLEASE NOTE:** Passwords are set to expire every 90 days. You may NOT use a password that you have previously used.

4) When a window called “Windows Workstation” appears, make sure that the username reads “Staff.” There is no password for this particular window so just click OK.

## To Change Your Password When It Expires

1) Make sure you are logged into **YOUR** Novell account at a Windows 2000 workstation. Passwords *cannot* be changed at computers configured for student use or at Windows 98 staff computers. Click on the start menu to verify you are working on a Windows 2000 computer.



2) Next, press **Ctrl + Alt + Delete** simultaneously (just as you do to initially login). The Network Security dialog window will open up showing 6 buttons. The “Change Password” button is in the lower left hand corner of the window.

**Note:** If the “Change Password” button is “grayed out” you cannot change your password at that workstation and you will have to try a different workstation (e.g. the computers in the Teacher Resource Center, Room 163).

3) Click the “Change Password” button to open the Change Password window. On the left side of the window, under the Resource column, click on the **green tree** icon. **IMPORTANT: verify that your username is in the “Username” column next to the right of the tree icon.** On the right side of the window, enter your new password in the “new password” and “confirm new password” boxes then click “OK”. **YOU'RE DONE!** Remember your new password!