

## NETWORK

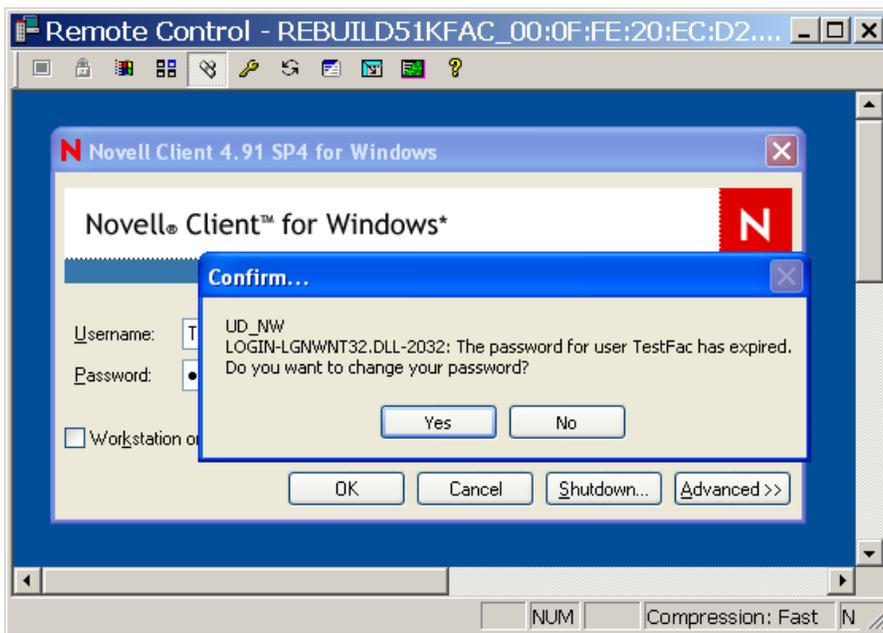
### **HOW DO I CHANGE MY NETWORK PASSWORD?**

Faculty & Staff are required to change their password every 90 days.

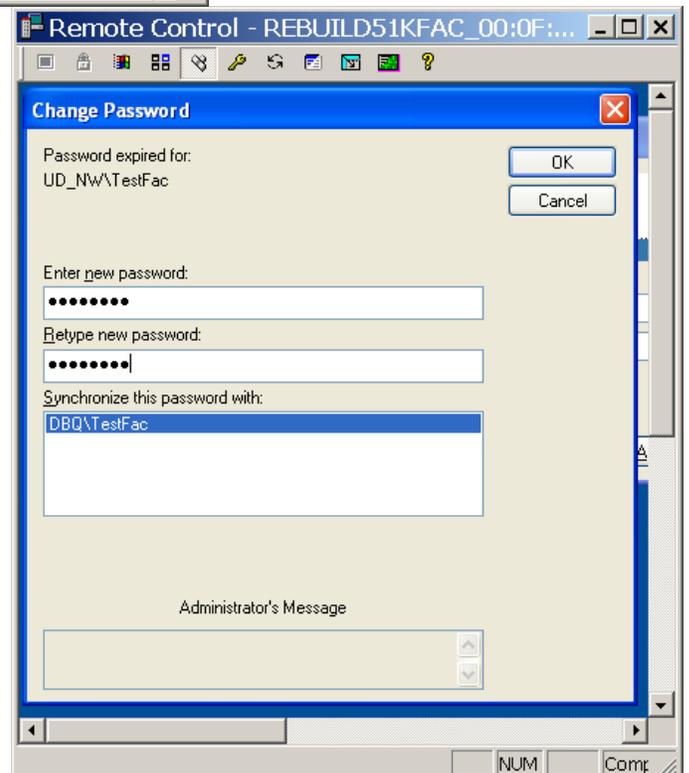
To Change your password, you will need to create a password that can comprise of alpha numeric characters and even special characters to a minimum of 4 characters and a maximum of 128 in length. These passwords will be required to change every 90 days and must be unique for the last eight login passwords. There are two ways your password can be changed.

If you wait till you password has expired, System intervention will occur, you will receive the following screen. Clicking “No” will continue to prompt you every time until you actually do change your password.

### OPTION ONE



Clicking “Yes” will open up the following screen. Note that in the upper left corner the password has expired for the UD\_NW Novell directory services. To keep this password synchronized with the Microsoft active directory, this utility will automatically enter the information for the domain\user account.



Upon meeting the required password criteria, you will see the two following entries in the login results box:

(your name) ex. **TestFac**

**Your password has been changed.**

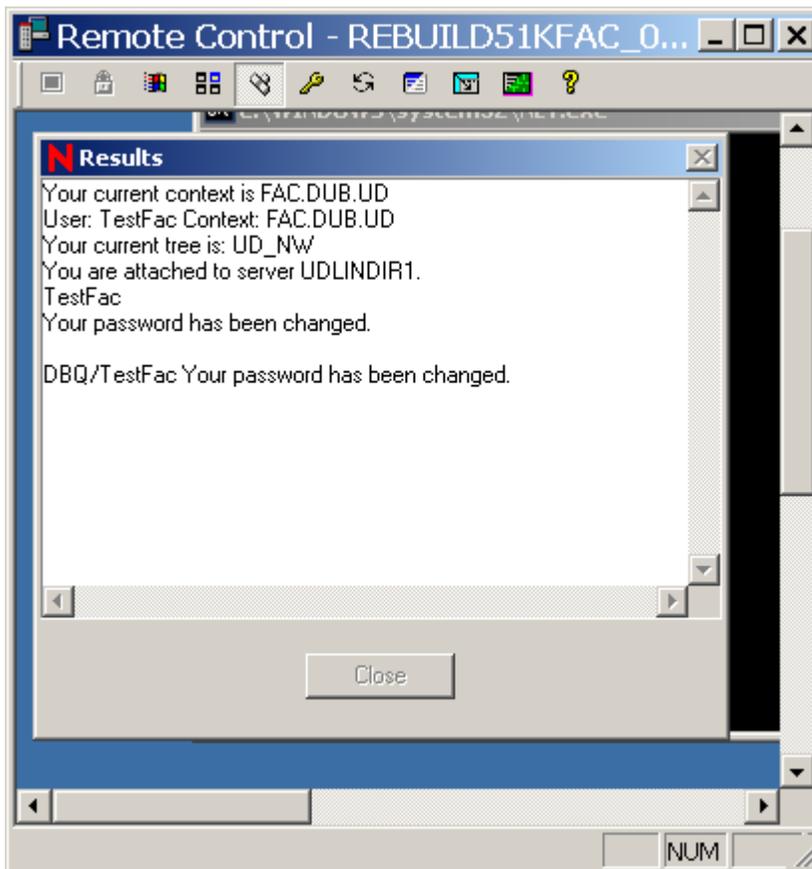
(this is the UD\_NW NDS [Novell directory services] update acknowledgement.

The following line;

**DBQ/TestFac Your password has been changed.**

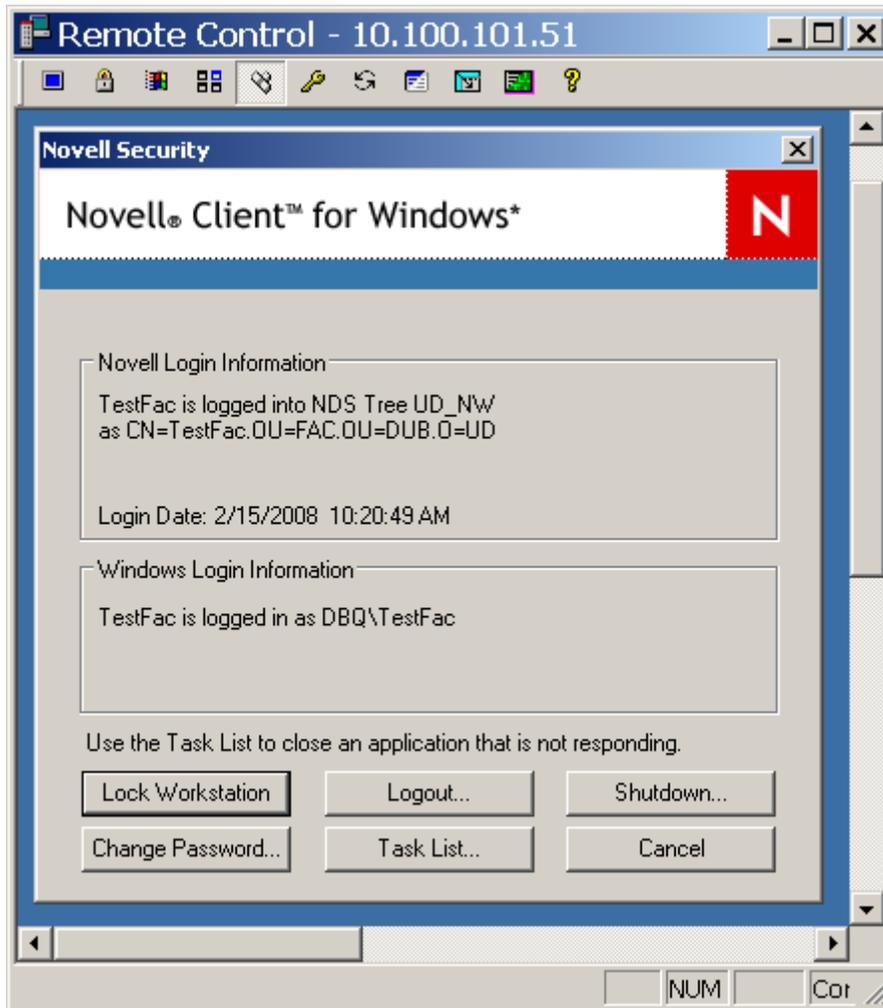
(this is the MAD [Microsoft active directory] update acknowledgement.

Your requirements have been met for the next ninety days.

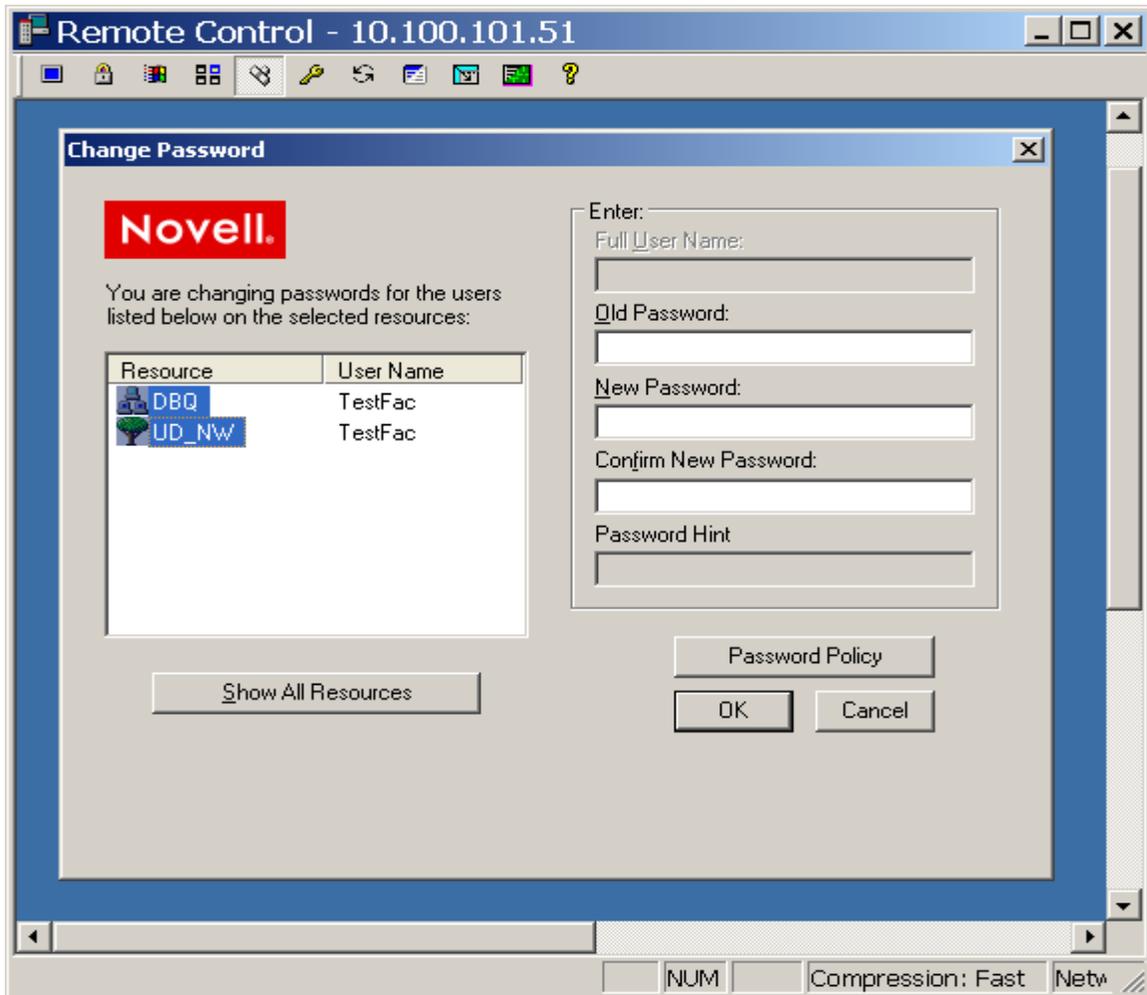


## OPTION TWO

At any time that you decide you want to change your password, you can simply by user intervention press **Ctrl-Alt-Delete** To get the following screen to change your password, and select the Change Password button.



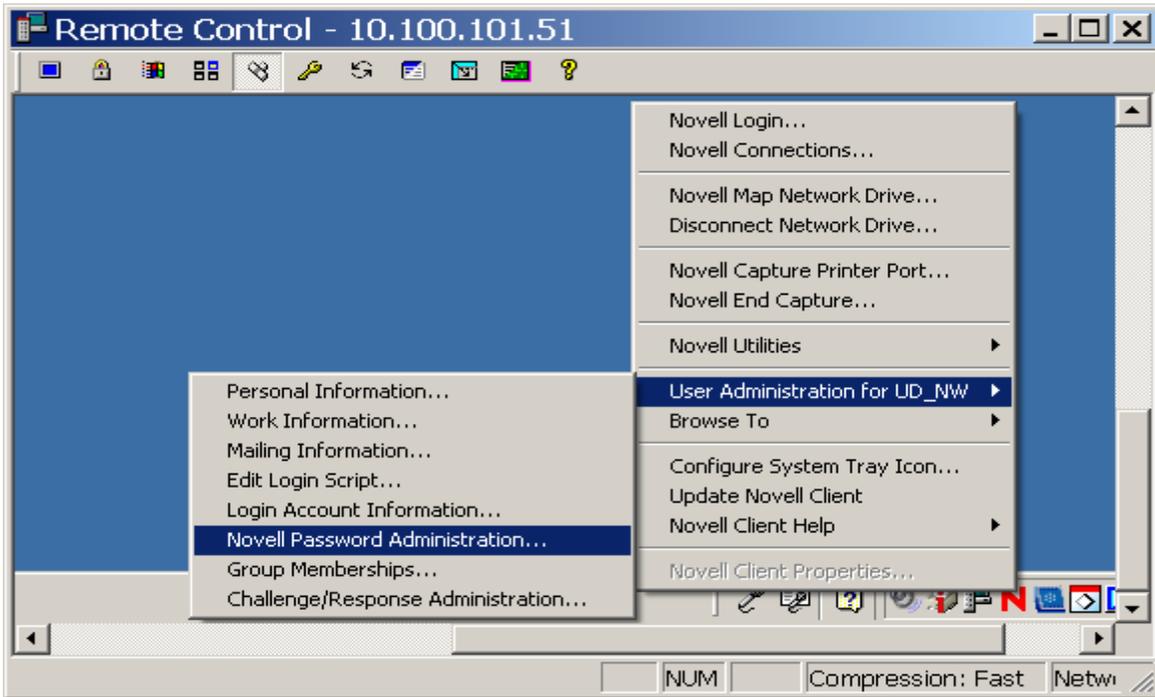
The Change Password window will appear and you need to be sure that the DBQ domain and the UD\_NW tree are both highlighted. (they should be by default)



If you do not meet the minimum password criteria the following screen will pop and your passwords will not get updated. If you choose so you can use either option at a later time.



To check when the status of your password, you can right click on the Red N in the sys tray, (lower right corner) and click the Novell Password Administration.



It will not allow you to change your password here, but you will be able to see what your password status is.

