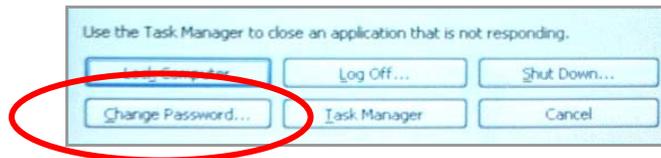


CHANGE NETWORK PASSWORD IN WINDOWS

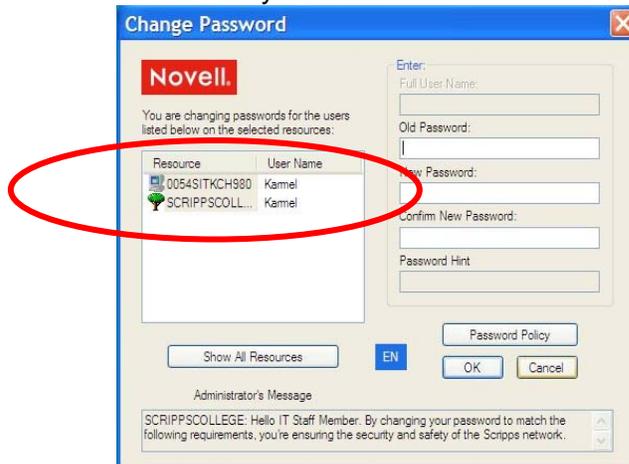
NOTE: PASSWORD SHOULD BE BETWEEN 6 AND 10 CHARACTERS LONG.

To change your Novell network password on a Dell Computer:

1. Log on to the computer with your temporary or old password
2. Press the Ctrl+Alt+Delete buttons to bring up the Netware Security dialog box
3. Click the "Change Password" button on the bottom:



4. This will open the Change Password window (below)
5. Both resources will be selected by default.



6. Type in your old password > press the Tab key to move to the next field > then type in your new password in the New Password and Confirm New Password boxes.
7. Click OK to finish, and remember your new password. Please do not write it down where anyone will find it as they are to be kept private.

Password Requirements:

1. Password must not contain all or part of the user's account name
2. Password must be 6-10 characters in length
3. Password must contain characters from 3 of the following 4 categories:
 1. English uppercase characters (A through Z)
 2. English lowercase characters (a through z)
 3. Base 10 digits (0 through 9)
 4. Nonalphanumeric characters (e.g. !, \$, #, %)

These password requirements will also work for the library computers.

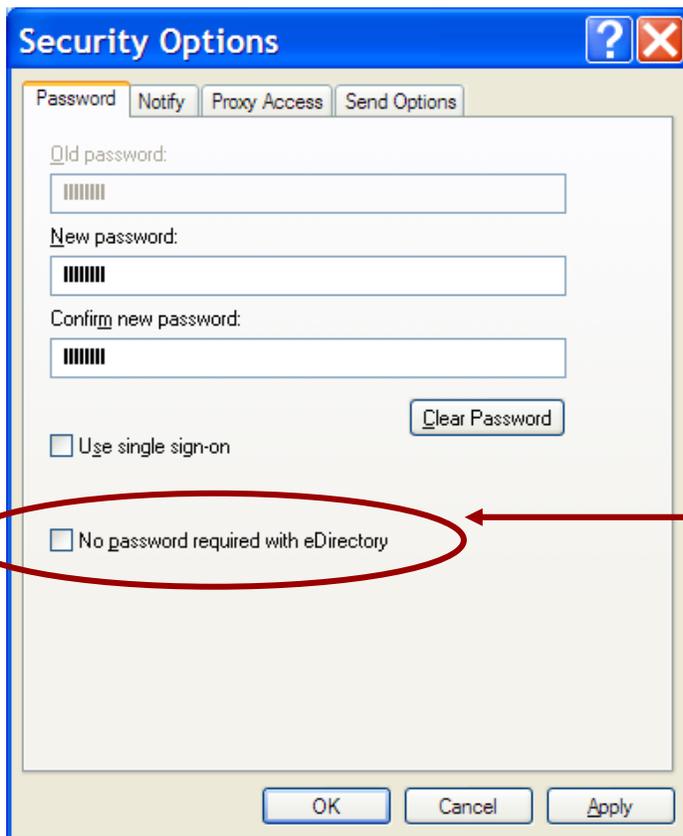
If you are already connected to Claremont-WPA wireless, you will need to reconnect after changing your password. (WPA Link: autoconnect.claremont.edu)

CHANGE GROUPWISE PASSWORD

GROUPWISE IS CASE SENSITIVE-YOU HAVE TO TYPE IN YOUR PASSWORD EXACTLY AS YOU SET IT.

You may want to set your GW password to be the same as your Novell password. Following are steps for changing your GroupWise email password:

1. In GroupWise, go to Tools > Options.
2. Double-click the Security icon.
3. Click the Password tab.



4. Enter your current password in the "Old Password" box > press the Tab key. This will unlock the next two boxes.
5. Type your new password in the "New Password" and the "Confirm New Password" boxes.
6. **Be certain that the 'No password required with eDirectory' box is NOT checked!**
7. Click OK > Close.