

User Services

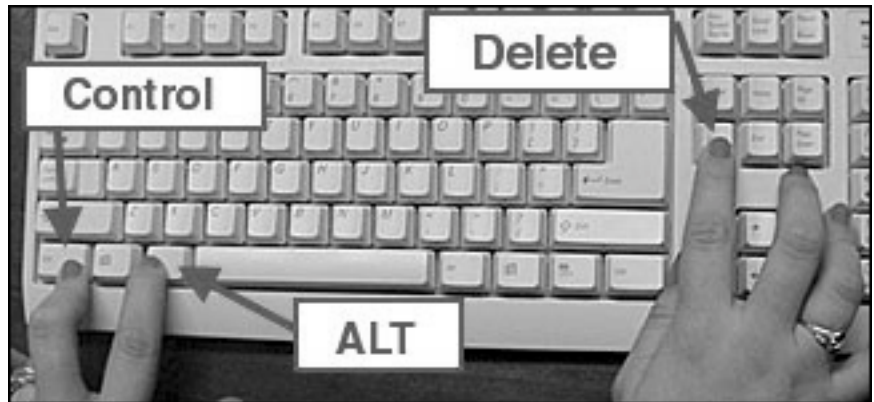
September 2001

Changing a Novell Password

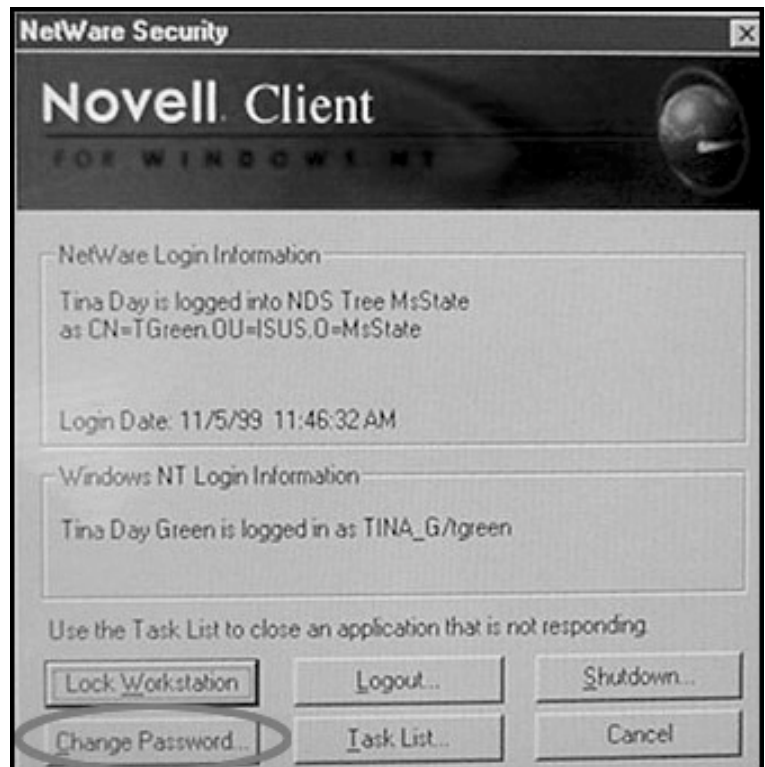
By default Novell passwords at MSU have been expiring every 60 days. Beginning September 2001, Information Technology Services no longer expires Novell passwords. Therefore, the only way to change a Novell password is for the user to manually change it. This factsheet will provide step-by-step instructions for changing a Novell password in both Windows and Macintosh.

Changing your Novell Password on a Windows 2000/NT System

1. Log in to your computer.
2. In order to change your password, you must press the following keystrokes together at one time in this order: **Ctrl Alt Delete**.

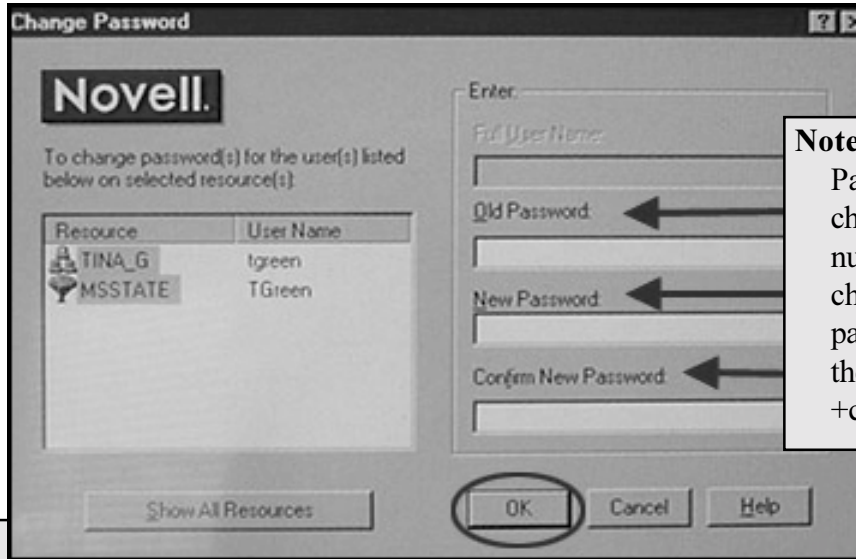


3. The **Netware Security** dialog box will appear. Click on the option **Change Password**.



Changing a Novell Password

- The **Change Password** dialog box will appear. Enter your **Old (current) password**. Now enter a **New password** and enter the **New password** again to confirm new password. Finally click **OK**.



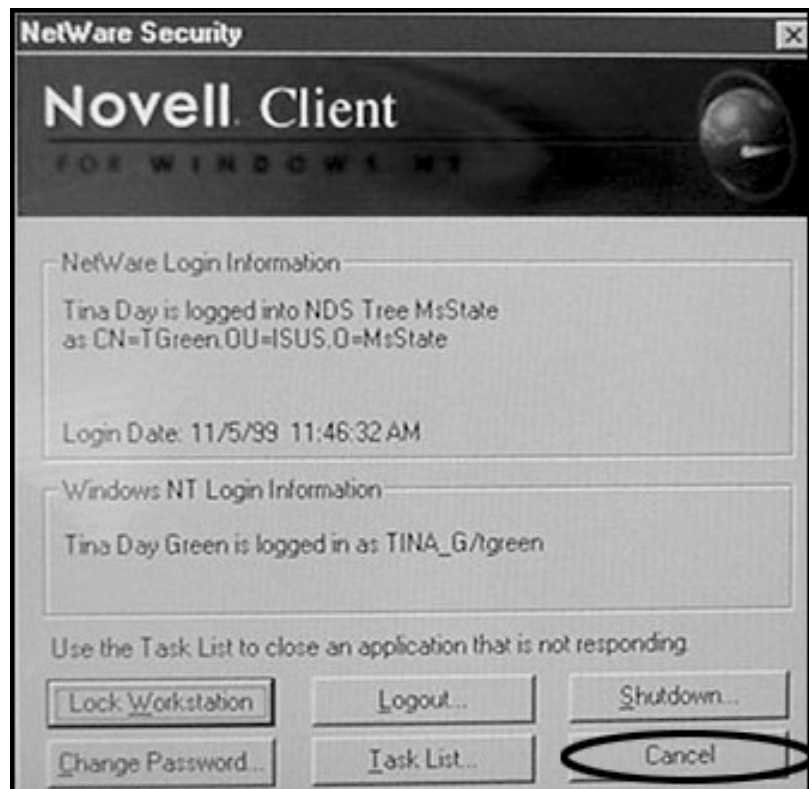
Note:

Passwords need to be at least 6 characters and should include numbers and other special characters (e.g. & @ * ! etc). A password can use any character on the keyboard (except Control +character or Alt+character).

Note:


Typically users will see two resources listed (e.g. in this example, computer (Tina_G) and Novell (MSSTATE) account). Your computer and Novell passwords should be the same, if both are selected enter the old password and the new password. Be sure to check how many resources you have listed. By default all resources will be selected when you come to this option. If your resources have different passwords, de-select the resources in which you do not want to change.

- Congratulations, your password has been changed. Click on **Cancel** to return to your computer.

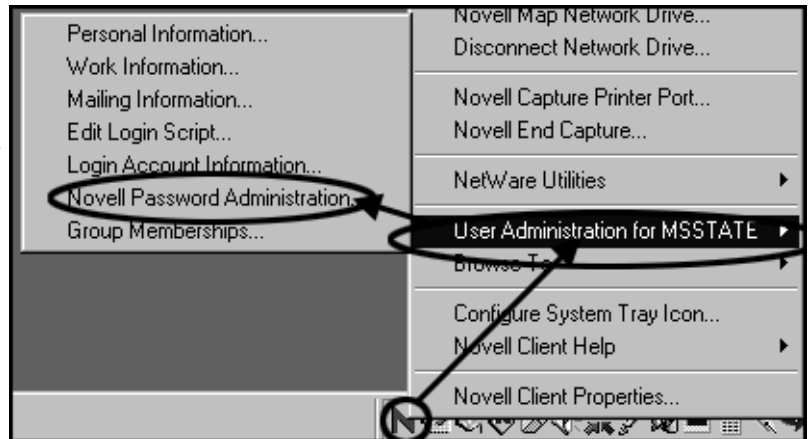


Changing a Novell Password

Changing your Novell Password on a Windows 95/98/ME System

1. Login to your computer, right-click on the Novell icon in the Windows System Tray. 

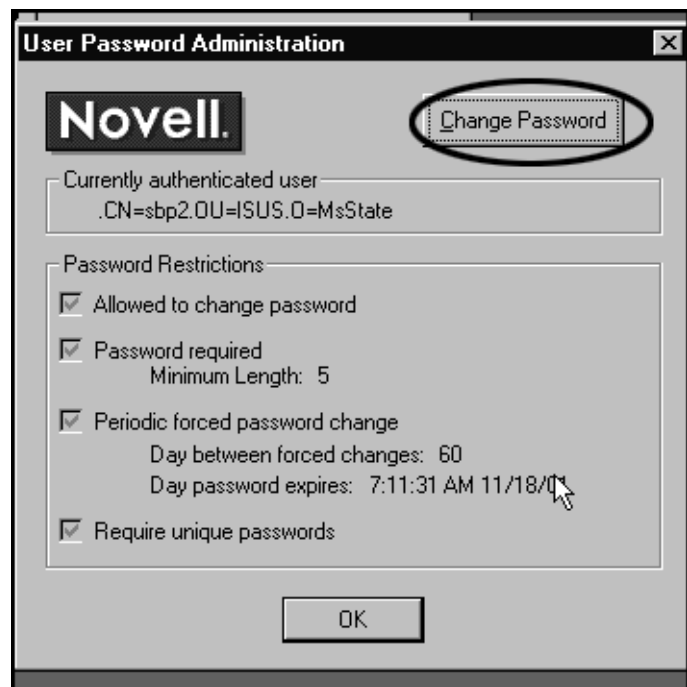
2. A menu will appear, select the option **User Administration for MSSTATE**. Next select the option **Novell Password Administration**.



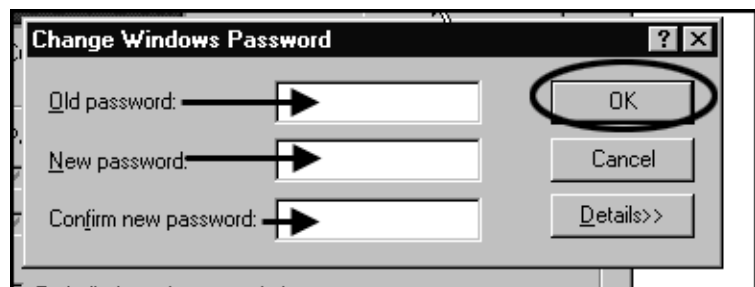
3. The **User Password Administration** dialog box will appear. Click the **Change Password** button.

Note:

Passwords need to be at least 6 characters and should include numbers and other special characters (e.g. & @ * ! etc). A password can use any character on the keyboard (except Control +character or Alt+character).

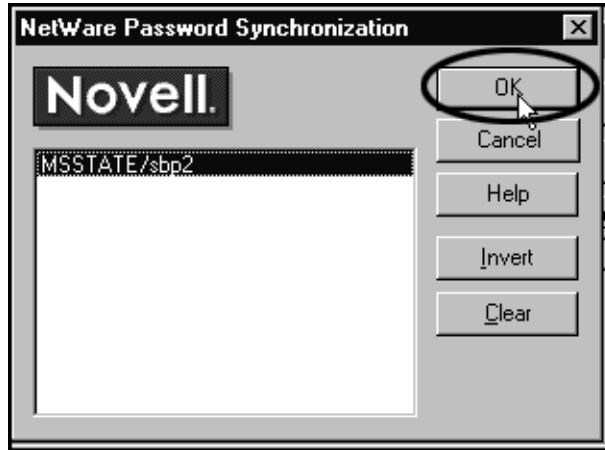


4. The **Change Windows Password** dialog box will appear. Enter your **Old Password** (current). Now enter a **New Password** and enter the **New Password** again to confirm. Finally click **OK**.



Changing a Novell Password

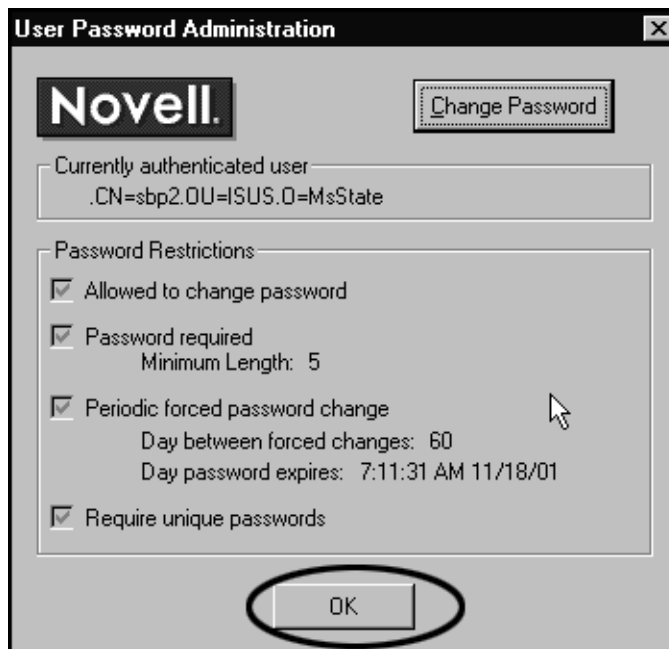
5. The **Netware Password Synchronization** dialog box will appear, click **OK**.



6. Another **Netware Password Synchronization** dialog box will appear, with a success message, click **OK**.



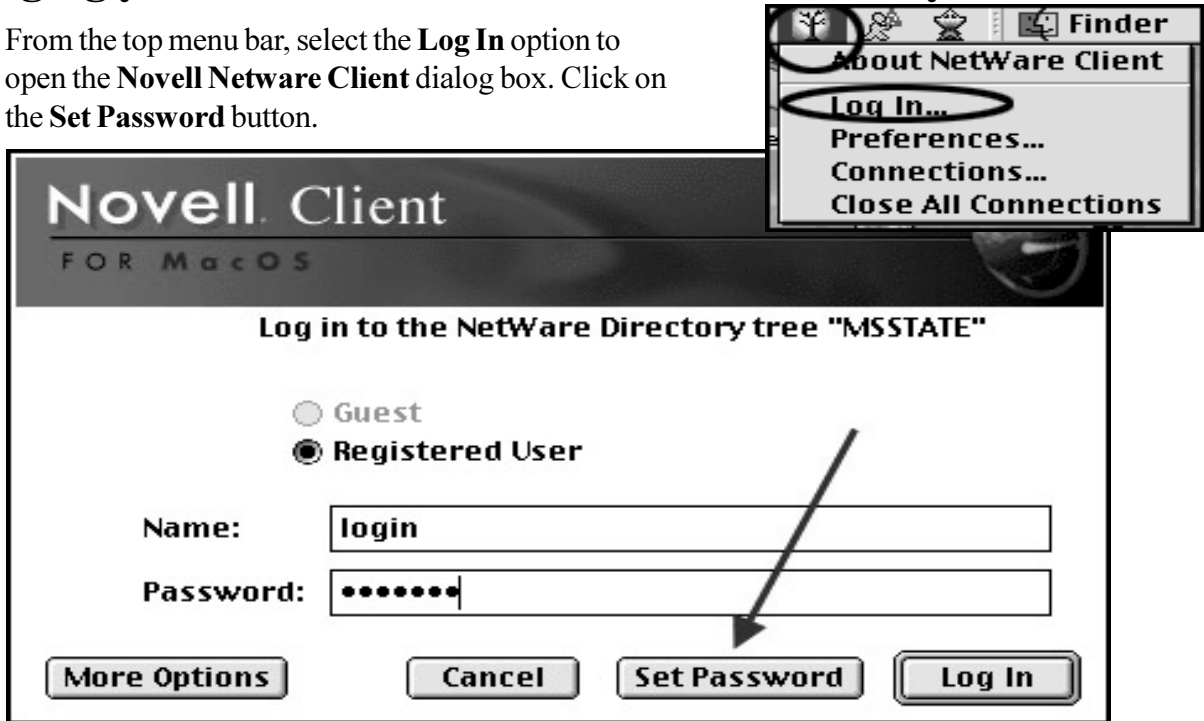
7. Finally you will return to the **User Password Administration** dialog box, click **OK**. Congratulations, your password has been changed.



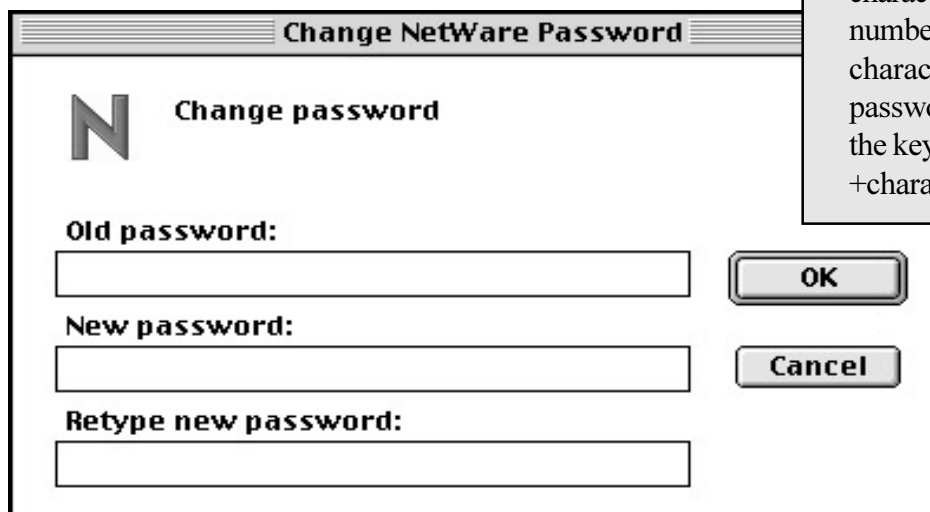
Changing a Novell Password

Changing your Novell Password on a Macintosh System

- From the top menu bar, select the **Log In** option to open the **Novell NetWare Client** dialog box. Click on the **Set Password** button.



- The **Change NetWare Password** dialog box will appear. Enter your **Old (current) password** and then your **New password**. You have to enter your password a second time to verify it. Click **OK** when you are finished.



Note:
 Passwords need to be at least 6 characters and should include numbers and other special characters (e.g. & @ * ! etc). A password can use any character on the keyboard (except Control +character or Alt+character).

- Congratulations, your password has been changed.

Contact Information:

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