
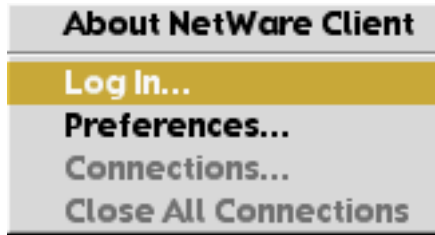


Changing Novell Passwords via Macintosh

Your Novell password can be reset via the Mac Operating System at any time as long as you know your current Novell password. Students are prompted to change passwords every 150 days and faculty/staff are prompted every 60 days. The following are the steps to change your Novell password before it prompts you.

1. Click on the Network Tree  then click Log In. You cannot be logged into the network when you do this.




2. On the Novell Client screen that opens click the Set Password button at the bottom.

A screenshot of the Novell Client login screen for Mac OS. The title bar reads "Novell Client FOR Mac OS". The main heading is "Log in to NetWare Directory Services". There are two radio buttons: "Guest" (unselected) and "Registered User" (selected). Below are four input fields: "Tree:" with "HC", "Context:" with "DTS.ITS.FENWICK.HC", "Name:" with "lparent", and "Password:" (empty). At the bottom are four buttons: "Fewer Options", "Cancel", "Set Password", and "Log In".

3. Enter your old password, new password, and confirmation of your new password and click OK. The new password must be at least 8 characters long and cannot be something you have used previously.

Change NetWare Password

 **Change password for "lparent.DTS.ITS.FENWICK.HC" in the HC tree**

Old password:

New password:

Retype new password:

OK

Cancel

4. If the password was successfully changed you will receive the following message. Click OK to log you into the network.

 **Your password has been changed.**

OK