

Changing your Novell Password via Windows

Your Novell password can be reset via windows 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. Double click **My Computer** on you desktop.



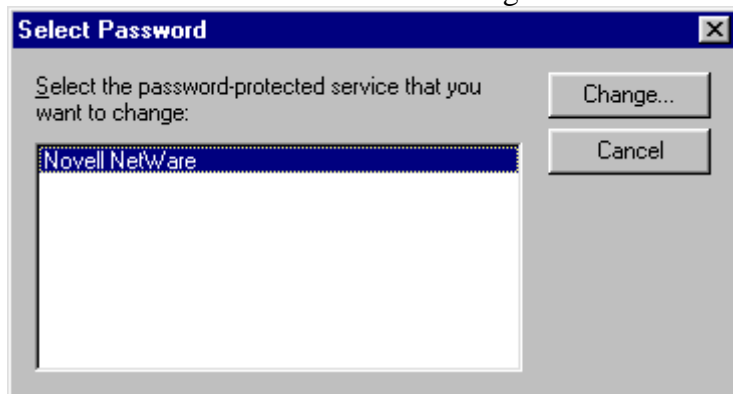
2. Double click **Control Panel**.



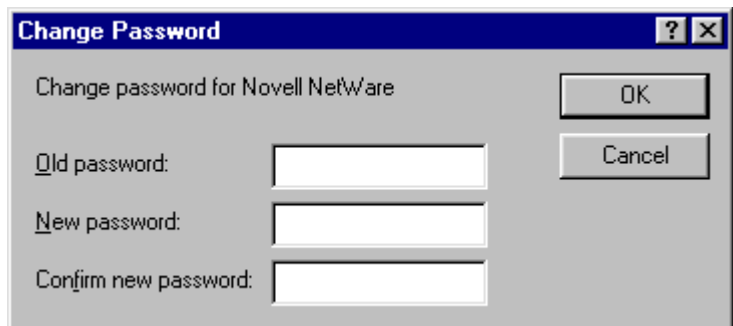
3. Double click **Passwords**.

4. When the Password Properties window opens click 

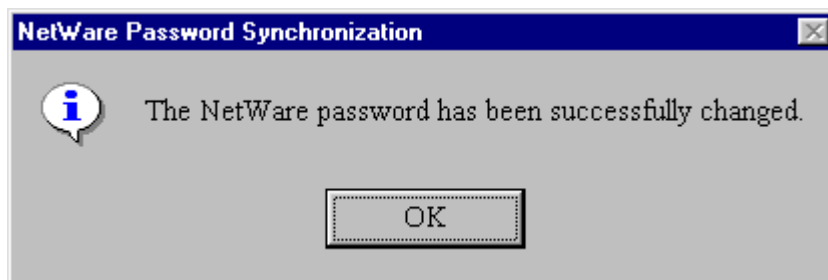
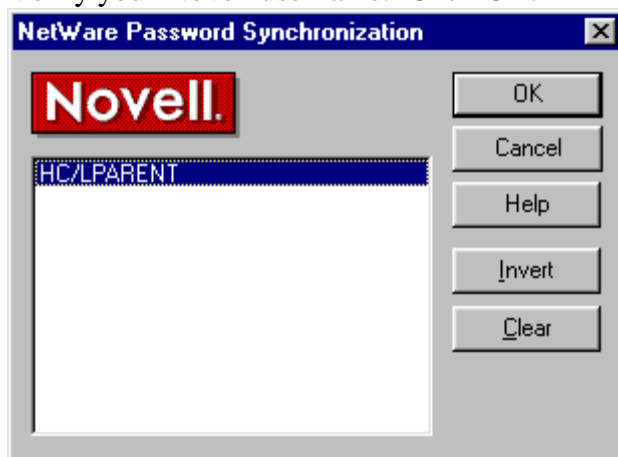
5. Select Novell NetWare and click Change.



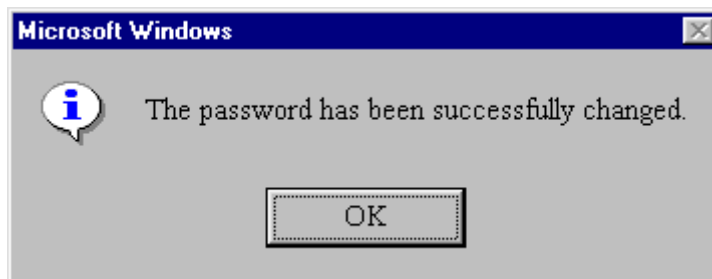
6. Enter your old password, new password, and confirmation of your new password and click OK. The new password must be at least 8 characters long and cannot be something you have used previously.



7. Verify your Novell username. Click OK.



8. You will see the following 2 confirmation screens. Click OK on both.



This new password will be good for 60 days for faculty/staff and 150 days for students.