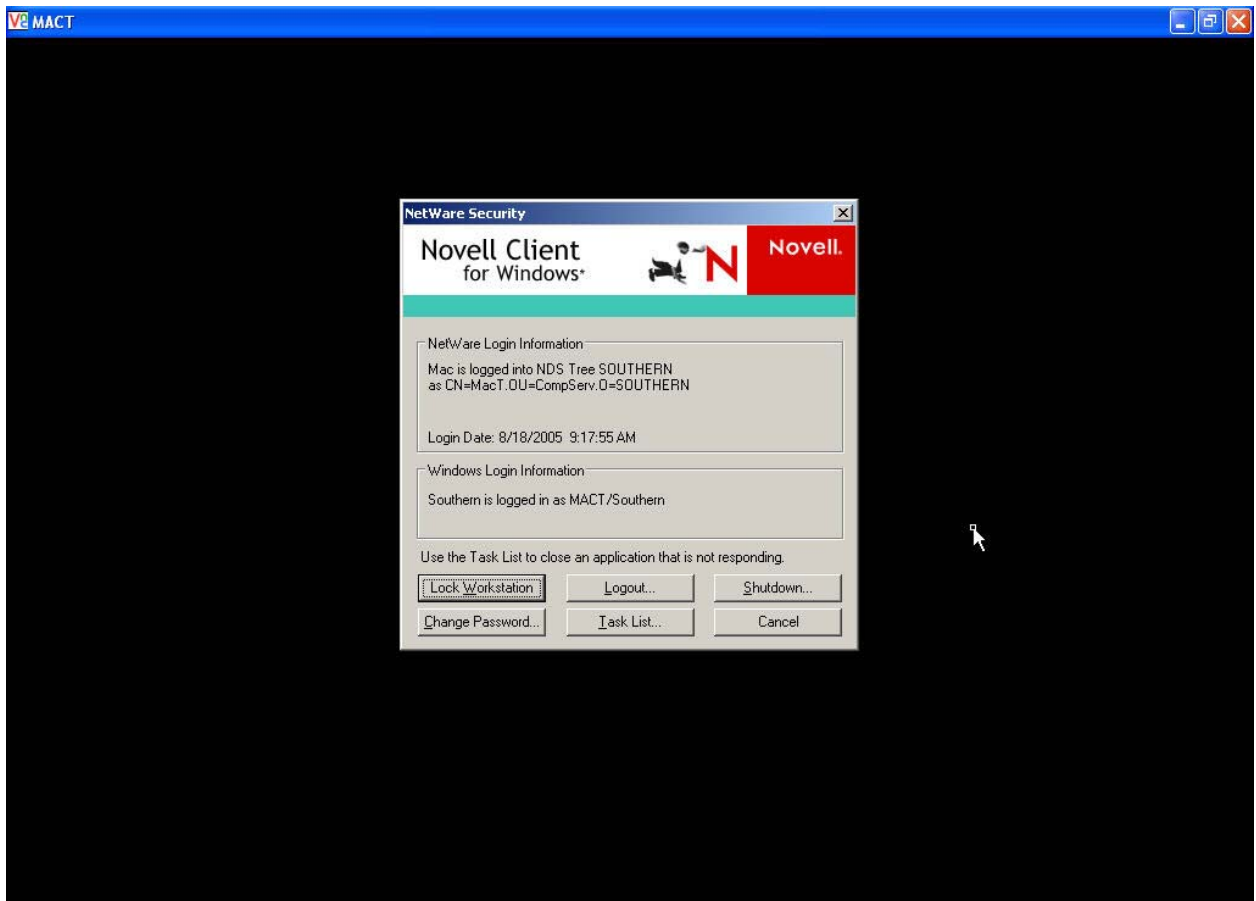
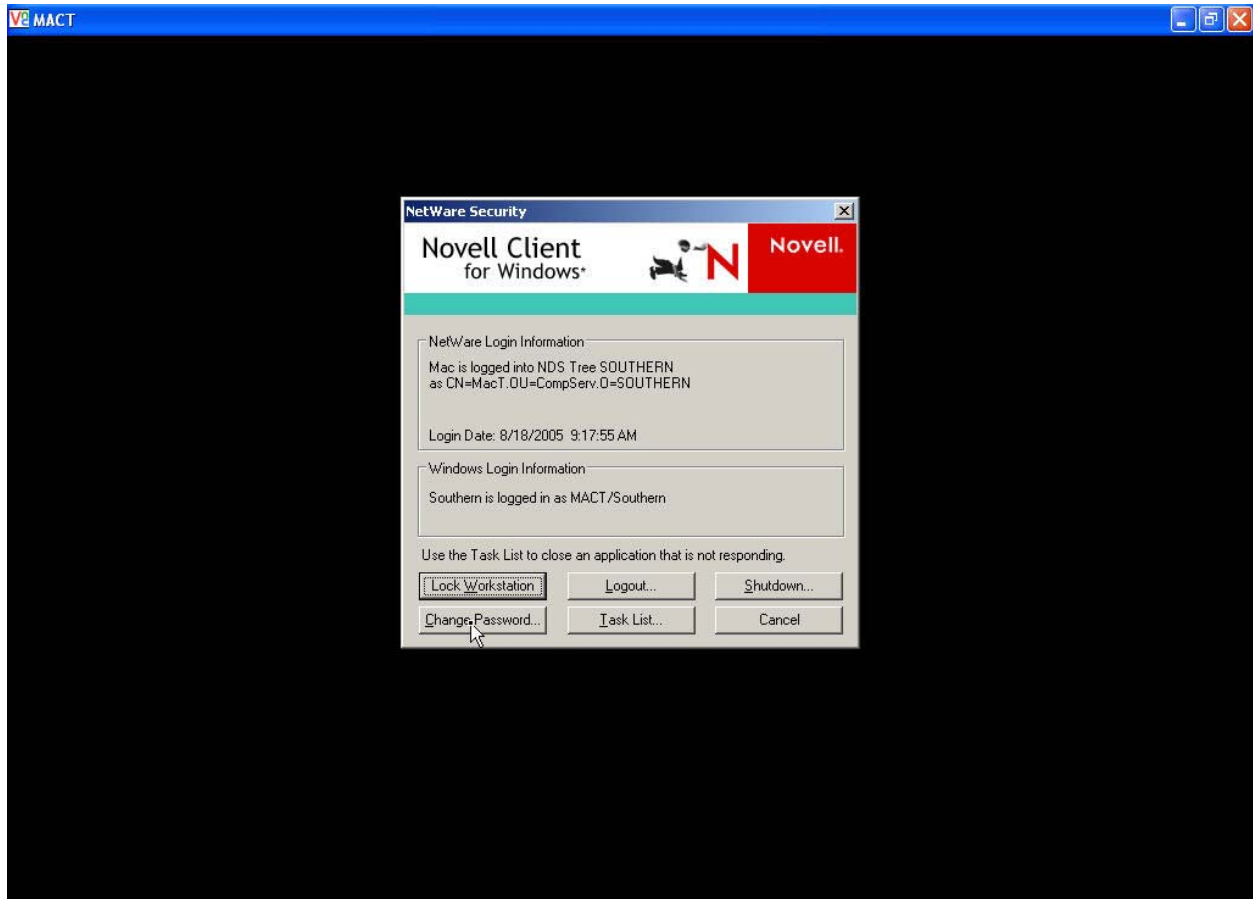


Changing Novell Password

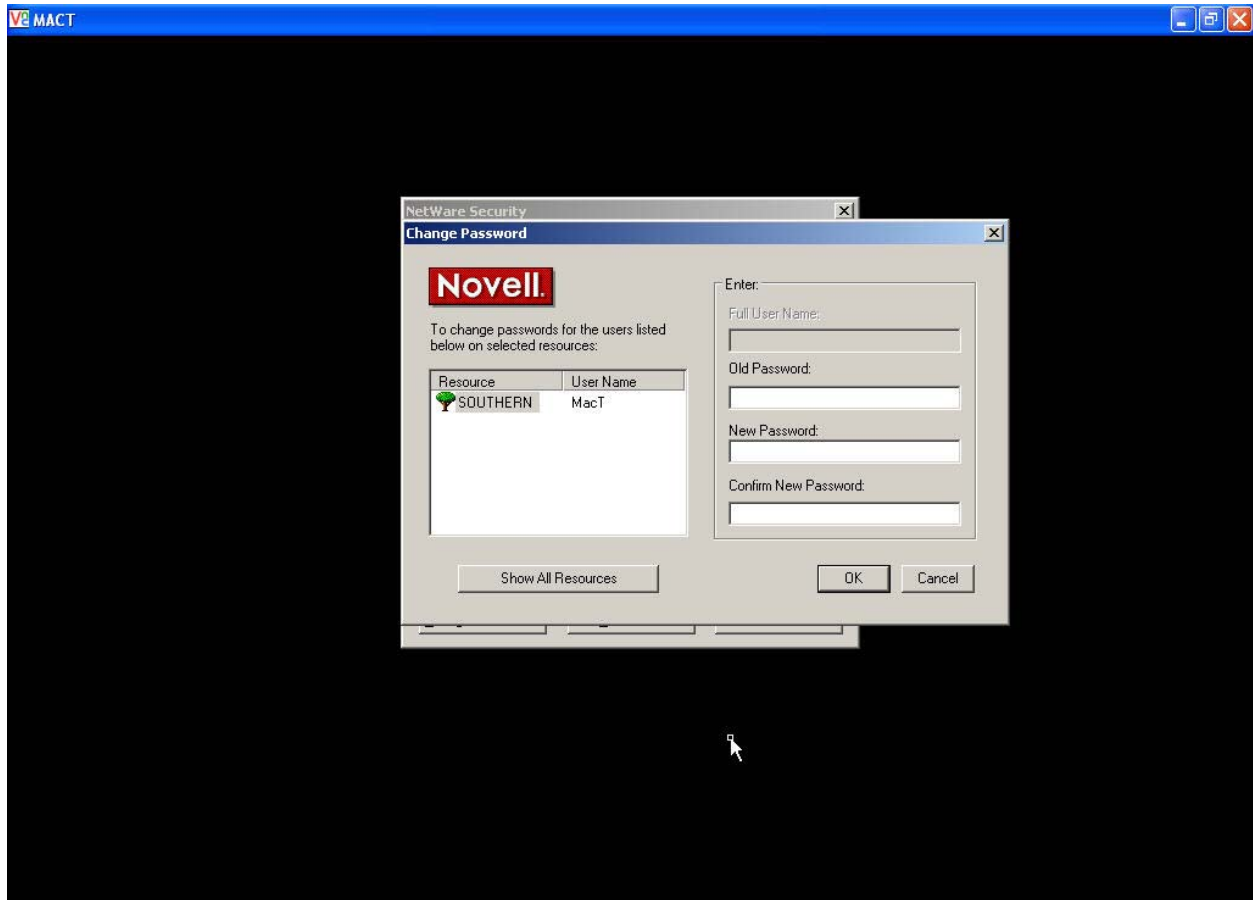
1. Log on to the computer that you are needing to use.
2. After you are fully logged on, press and hold down the “Control” button on the keyboard and the “Alt” button on the keyboard, and while holding down both of these buttons, press the “Delete” button. This is the screen that you will now be looking at:



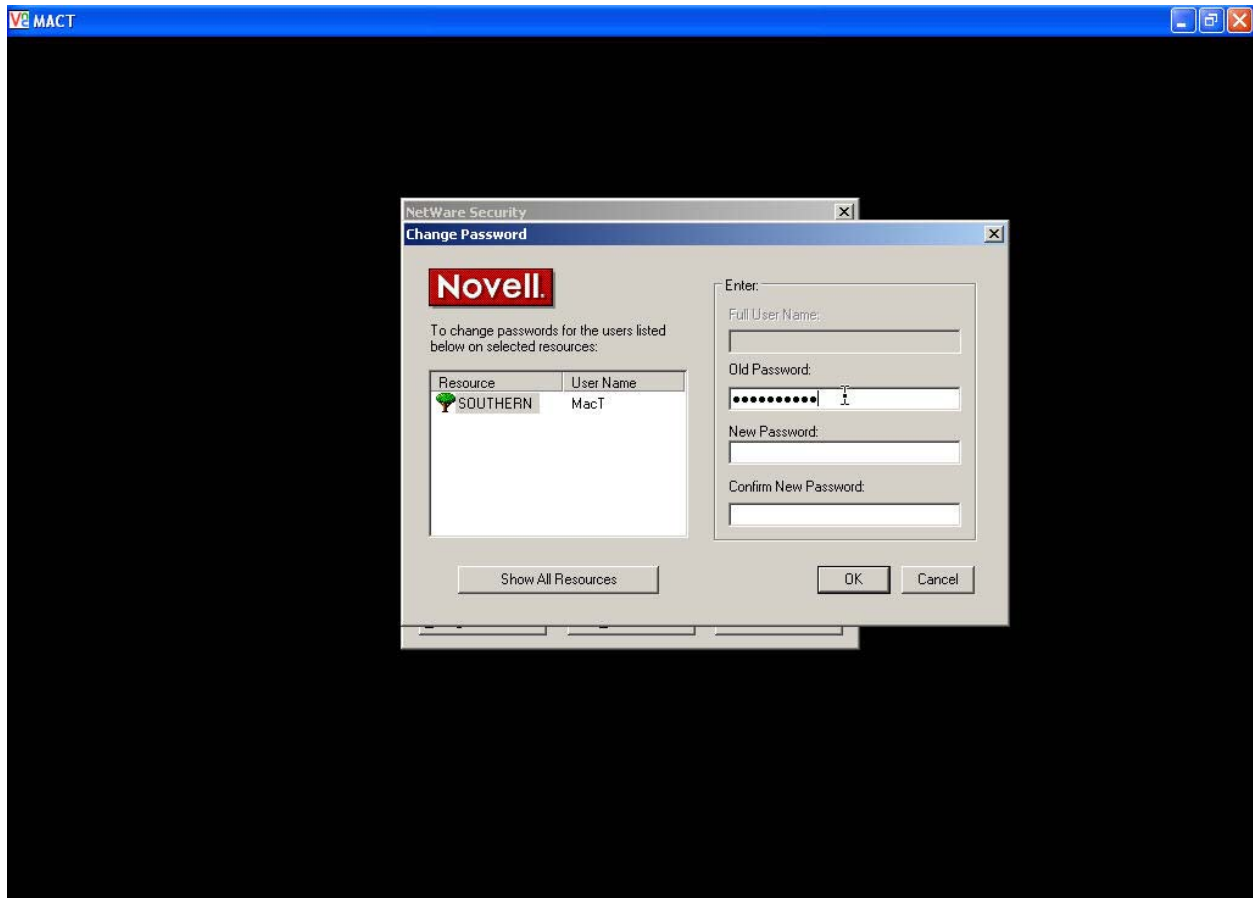
3. Click on the “*Change Password*” button in the window that opens up in the previous step. This is what the screen will look like:



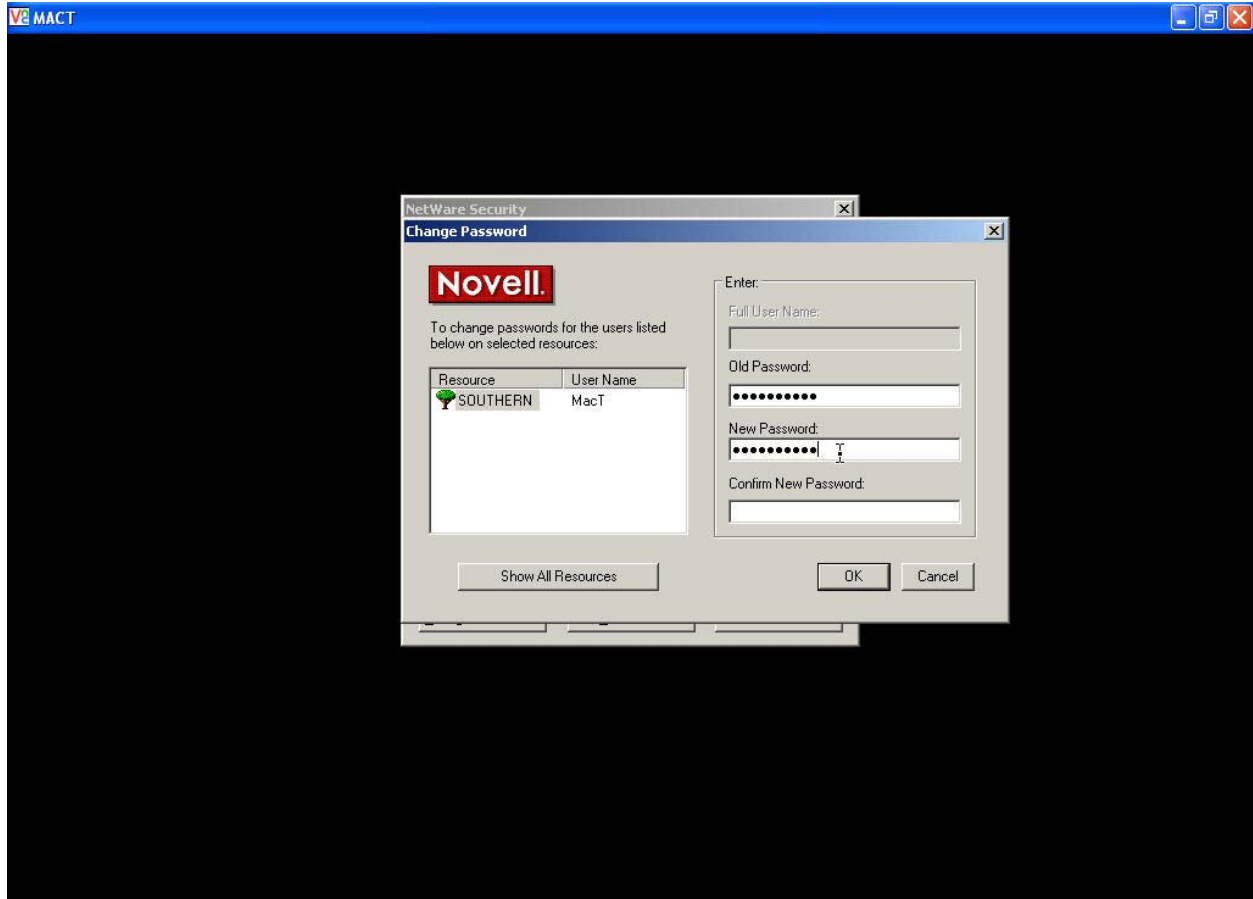
4. In the next window that opens up, first type in your OLD password, then type in your new password, and type in your new password once again to verify the changing of your password. After this is done, click on the "OK" button. This is what the screen will look like:



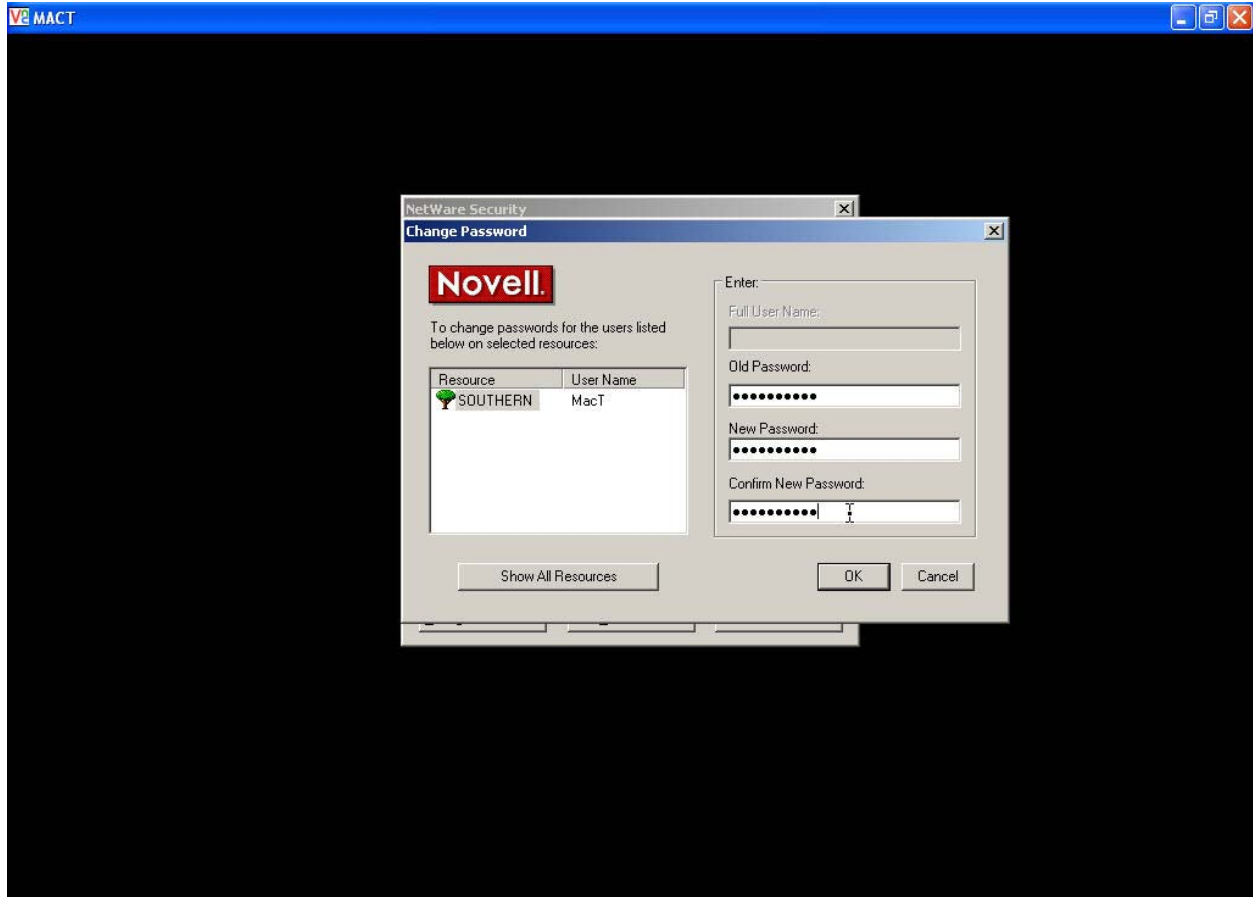
5. Passwords should be at least six characters, and no more than twelve characters in length. In the box underneath *Old Password*, please type in the password that you are currently using. This is what the screen will look like:



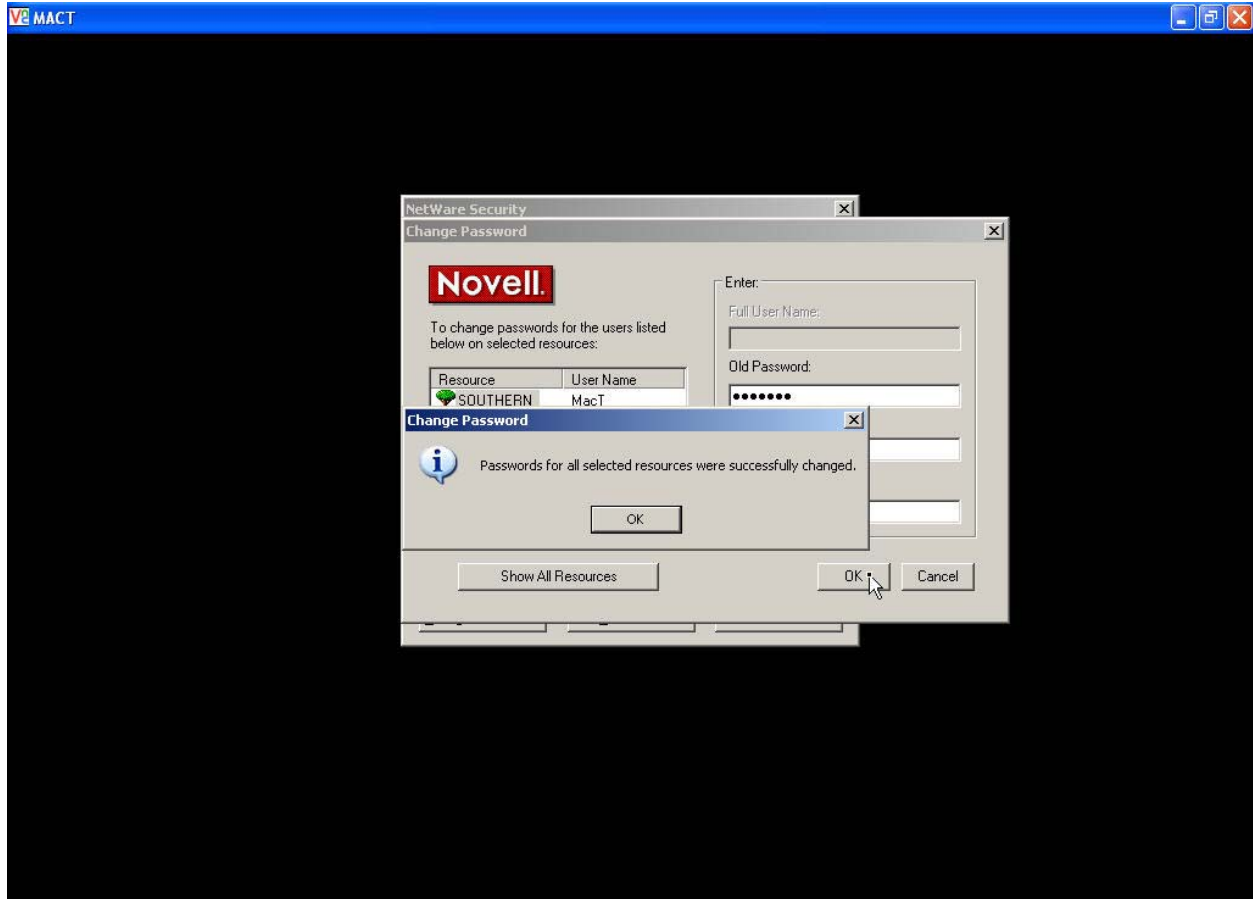
6. Now, in the box underneath *New Password*, type in what you want your new password to be. The screen will look like this:



7. Now, in the box underneath “*Confirm New Password*”, please re-type the password that you typed in the “*New Password*” box. The screen will look like this:



8. Now, click on the “Ok” button, and your password will be changed. The screen will look like this:



9. Congratulations, you have successfully changed your Novell password.