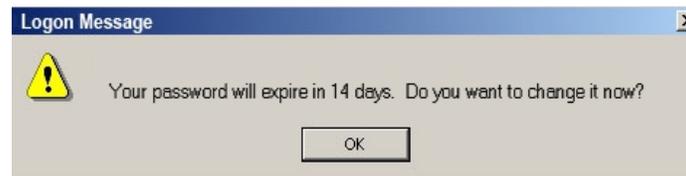




Please read/print this page BEFORE making any password changes.



When you get the message "*Your password is about to expire, do you wan't to change it now?*" Please DO Not click OK, Click the X to close, then sign on to your computer as you normally would using your current password.

When it's time to change any of your passwords, please make all your passwords the same and change them at the same time.

Always change your Lotus Notes password first!**Do NOT wait** until your password expires to do this!!!

Now follow these directions:

It is important that all your passwords all be the same and that they be changed in the proper sequence or things will not work correctly!

- Here are some password guidelines:
 - Minimum length=8
 - Maximum length=14
 - Must have at least 1 number
- If you get a message that your password is not sufficiently complex enough try adding one or more characters to it, but do not exceed 10 characters maximum or else the AS/400 will not accept it.

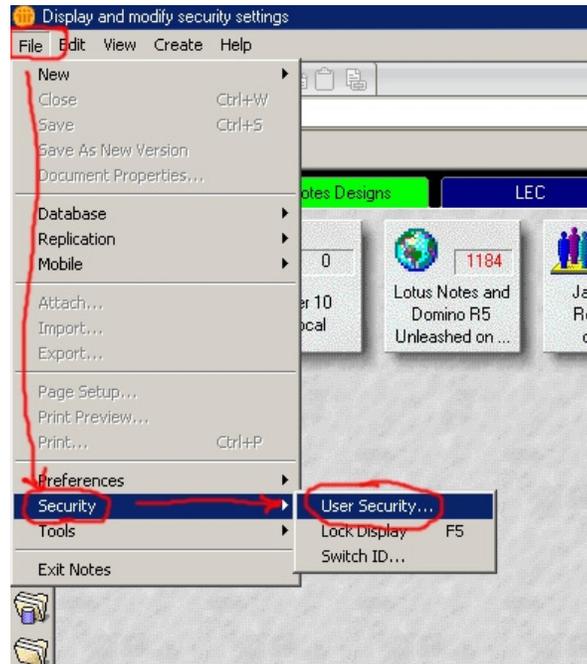
Step 1: Lotus Notes is the FIRST password that must be changed,

here is how:

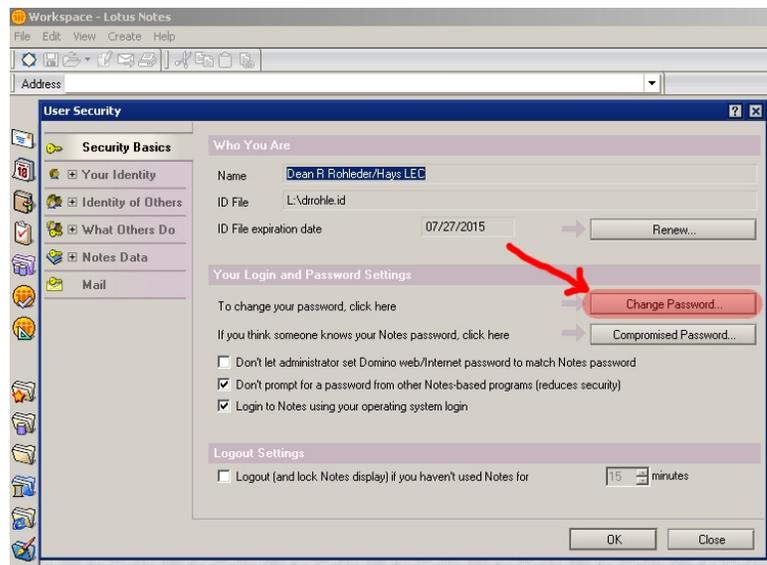


Double click the Lotus Notes Icon and sign in to Notes using your current (old) password.

- Now Click on **File > Security > User Security** as shown below.



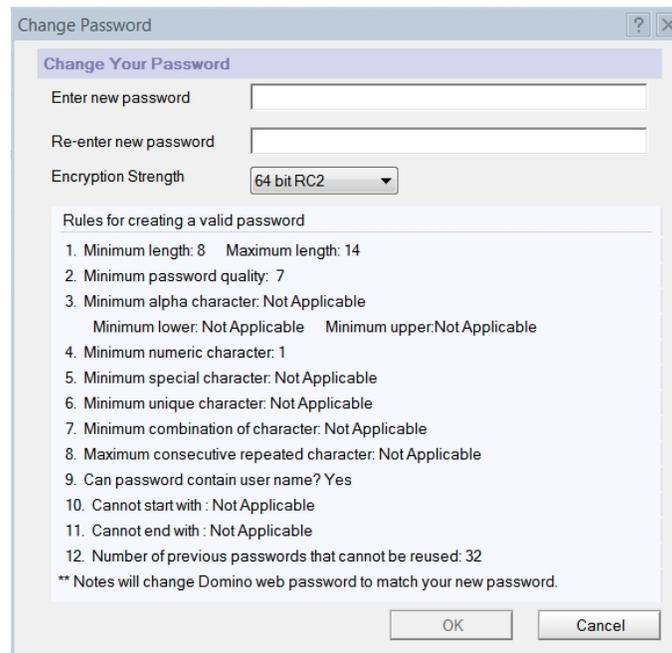
- In the User Security window click on **"Change Password"**:



- Type in your **old password** as shown in the window below:



- You will now enter your **NEW** password **TWICE**, as shown in the example window below:



- You may or may not be asked if you want to change your Windows Password. If you *are* asked...Click **'NO'**.
- If you get the message saying that your Windows password does not match your Lotus Notes password and would you like to synchronize it. Please click **'No'** or **'Cancel'**.
- If you get a message like the one shown below, click 'OK'.



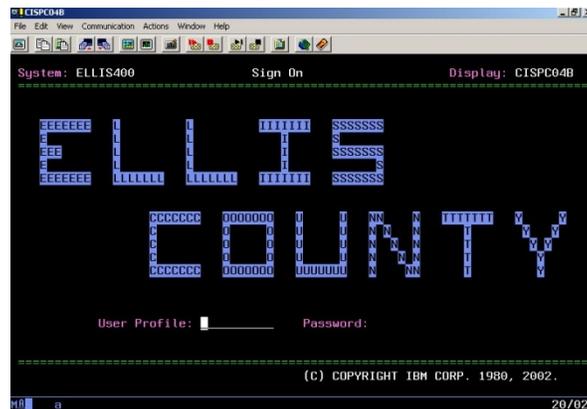
Step 2: If you have an AS/400 account you will need to change your AS/400 -Client Access password. If you do not have an AS/400 account set up, you can skip this section and **go to Step 3** where you will be show how to change your Windows Network Password.

1. Open and sign on to any client access session by double-clicking

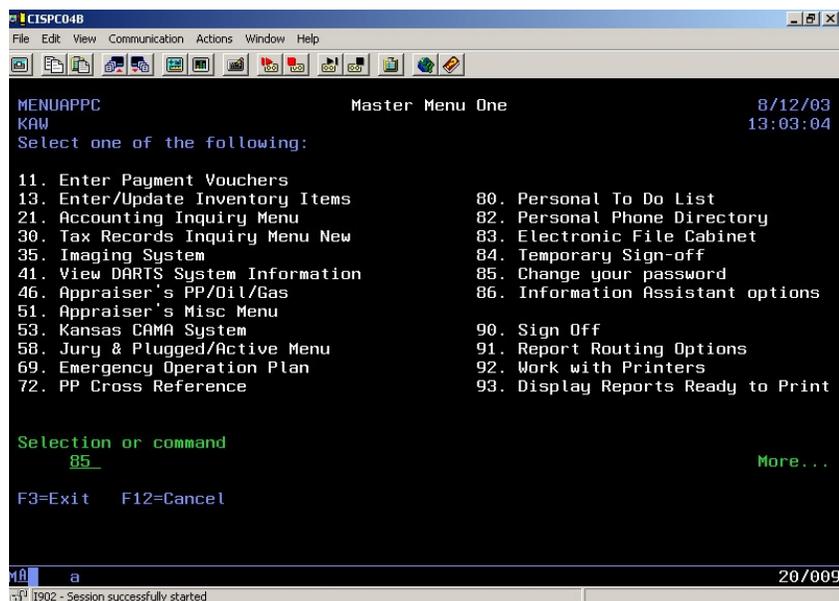


an icon similar to this:

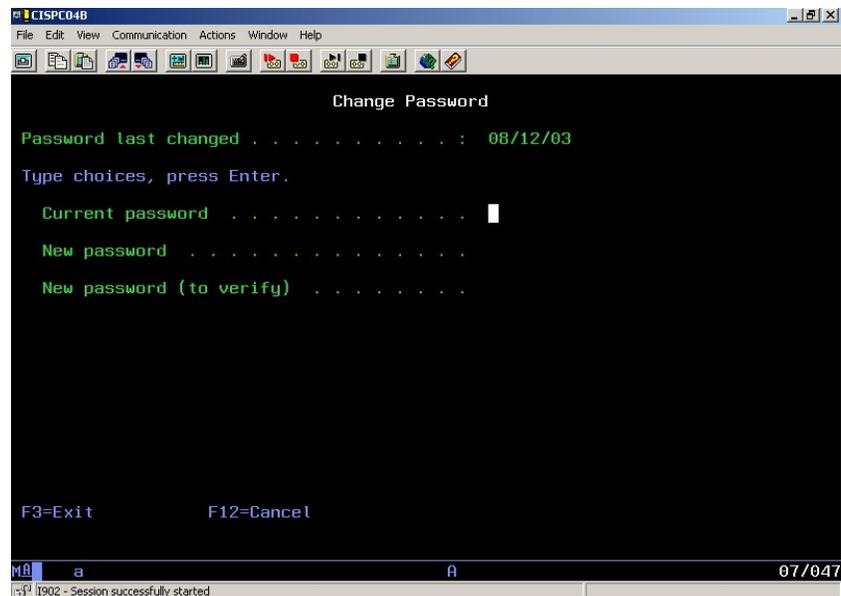
- Sign-In using your (OLD) Password, press the <Enter> key.
- On most keyboards the <Enter> key is the lower right <Ctrl> key.



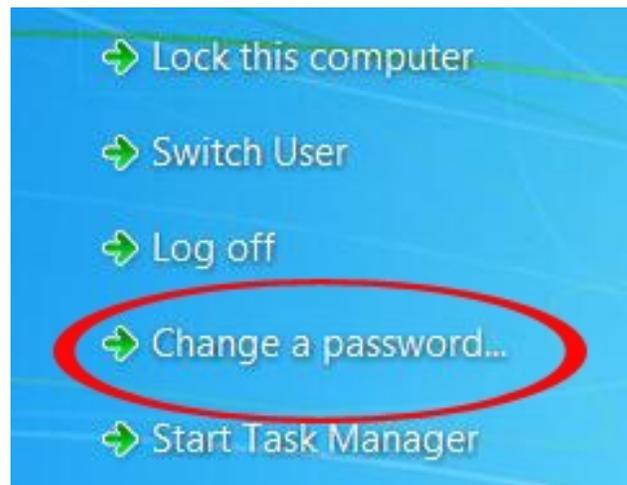
2. Choose option **85** 'Change your password' from 'Master Menu One' Press the <Enter or Ctrl> key.



3. Just fill in the blanks using your **'NEW'** password in the bottom 2 fields and press the <Enter or Ctrl> key.



Step 3: To change your windows/network password: Press Alt-Ctrl-Del on your keyboard to bring up this window:



Click on **'Change Password'** (Shown above) then in the next window, enter your new password in both fields and click the Arrow.



A screenshot of a password change interface. It features four horizontal input fields stacked vertically. The first field is empty. The second field is labeled 'Old password'. The third field is labeled 'New password'. The fourth field is labeled 'Confirm password'. To the right of the 'Confirm password' field is a circular button with a white right-pointing arrow on a blue background.

Now completely logout of this AS/400 session if it's open then **Shutdown & REBOOT** your computer.

If you have followed these directions carefully you should now have all your passwords changed.

If you are still having problems with any of these steps please call us in the I.T. Dept. at 628-9435.

[Click here to go to the top of this document](#)