

NOVELL NOTICE TO CHANGE YOUR PASSWORD

The current policy for Novell accounts and passwords is to enforce an account password change every year. Password lengths should be a minimum of five (5) characters. **DO NOT IGNORE THE CHANGE PASSWORD MESSAGES! YOU WILL BE LOCKED OUT OF THE SYSTEM!**

In order to allow users some time in which to change passwords, *grace logins*, six (6), are used as part of the procedure. The order in which things happen is as follows:

1. Each user account is created with a password expiration date which identifies to the Novell system that on a specific date, a password change should be enforced.
2. When a user logs in after the date at which password expiration is reached by the system, the user will observe the following message box during the login process (for username test, in this example) :



3. At this point, the user should select **YES** to change the password.
4. If **NO** is selected, the user will be able to login, but the grace login count will be reduced to two (2) and then one (1) on subsequent logins each time **NO** is selected. Once all grace logins are used without the password being changed, the system will immediately disable access for that Novell account.

Next Novell login:



Notice user has 2 grace logins left. Do not ignore these screens, they contain information about your login!

Subsequent Novell login:



Notice user has 1 grace login left. It will countdown to zero and you will be **LOCKED OUT OF THE SYSTEM!!!** Do NOT let this happen to you!

Final login with no password change being made:

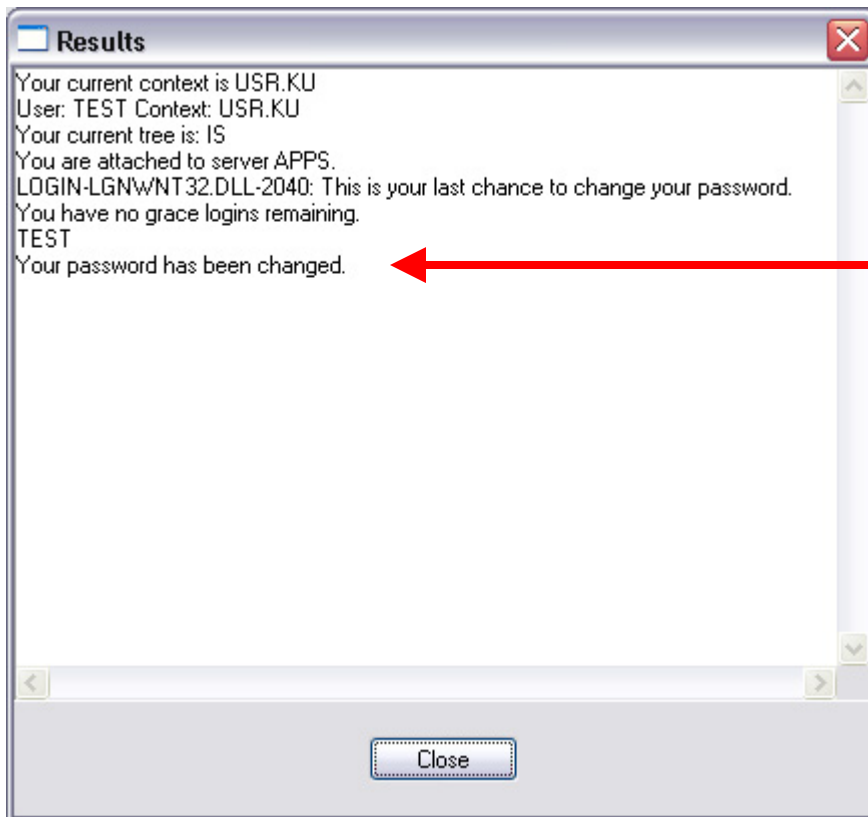


5. If **Yes** is selected upon receiving the first warning message (step 2) or when the 5 grace logins left or 1 grace login messages are indicated or pressing "OK" in step 4, then a **Change Password** box similar to the following will appear:



6. Enter the new password for the account, remembering that it must be at least five (5) characters long and contain at least one number.

7. If the password change is successful, the login process will complete as normal and no further grace login messages will appear with future logins until the next expiration date, which automatically updates behind the scenes.



Notice the message that the password has been changed.

8. Your network and workstation password have been changed successfully. Congratulations...

NOTE: Novell account passwords may be changed by the user at any time if that account owner feels the password has been compromised. Forgotten passwords require ITS Service Desk assistance at ext. 1013.