

Password Power

How you can take charge of your passwords

NOVELL PASSWORDS

1. Your primary password is your Novell password. It is the one you use to log in each day when you turn on your computer. **In almost all cases, when you change your Novell password your GroupWise and eGrade passwords will also be changed automatically after about 10-15 minutes. CMS password will need to be changed by you when you enter the system.**

2. Follow the steps below if you **forget your password** or **cannot log in** with what you think is your password:
 - ❖ Call the helpdesk at 7700. They will ask you some questions to verify who you are. Then they will reset the password and give you a new default password. It is not safe to keep the default password since someone could easily guess it and access your records. Log in with the default password and immediately change to a new one that meets the 8 character guidelines below:
 - ✓ Use at least **8** characters.
 - ✓ One must be a **capital** letter.
 - ✓ One must be a **number**.
 - ✓ One must be a **special character** from the top row of the keyboard.
 - ✓ Parentheses are not allowed.
 - ✓ The special character cannot be the first letter of the password.
 - ✓ Samples: **Good2go! Time4you? I82much! High5!ok Tsunami3***

3. What to do **when you remember** your Novell password, but **you want to change** it to match another password you have. **In almost all cases, when you change your Novell password your GroupWise password will also be changed automatically after about 10-15 minutes.**
 - ❖ **Log in** with your current password.
 - ❖ Hold down the Ctrl and Alt keys and tap the D key. (**Ctrl-Alt-D**)
 - ❖ Click **Change Password**.
 - ❖ Enter your **old password** and press the TAB key.
 - ❖ Enter your **new password** and press the TAB key.
 - ❖ **Confirm** your new password and hit the TAB key.
 - ❖ Click **OK**.
 - ❖ If you are successful, you will see a message that says “*Passwords for all selected resources were successfully changed.*”
 - ❖ If not, follow the prompts on the screen to correct any problems.

CMS PASSWORDS

1. Open your CMS account and select **My Settings** in the upper right hand corner.
2. Select the **Change Password** tab and follow the instructions.

The screenshot shows a web browser window titled "My Settings: Change Password - SchoolNet - Microsoft Internet Explorer provided by Northside I.S.D.". The address bar shows the URL: <https://nisd.schoolnet.com/UserSettings.aspx?control=~/SchoolNet/MySettingsControls/ChangePasswordControl.ascx&referrer=https%3a%2f%2fnisd.schoolnet.com%2fmyschoolnet%2f>. The page header includes the Northside Independent School District logo and navigation tabs: "My SchoolNet", "Outreach", "Account", and "Align". A user greeting "Welcome, Gerald!" is visible in the top right corner, along with "Log Out" and "My Settings" links. The main heading is "My Settings: Change Password" with a "Help" link. Below the heading are five tabs: "Personal Information", "Email and Notification", "Change Password" (which is selected), "Roles and Operations", and "Sections". The "Change Password" tab contains a "Password Settings" section with the following fields:

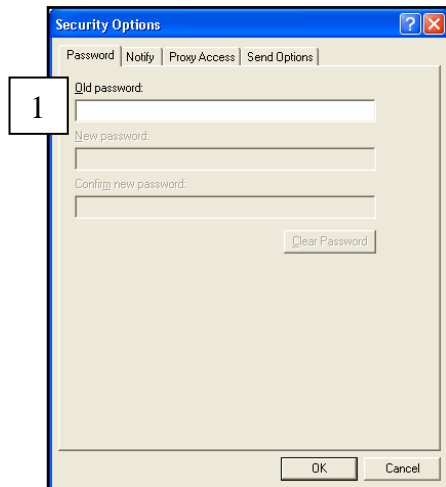
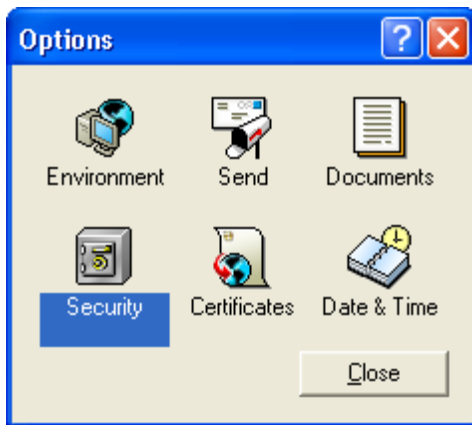
- Username:** e012443
- New Password:**
- Confirm Password:**

A "Change Password" button is located below these fields. The browser's taskbar at the bottom shows "Local intranet".

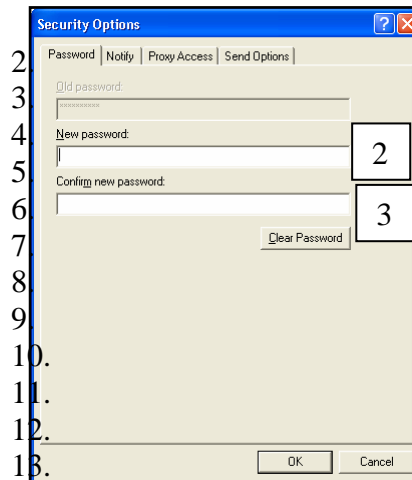
GROUPWISE PASSWORDS

This is your e-mail password.

1. Follow the step below if you **forget your password** or **cannot log in** with what you think is your password:
 - ✓ Call the helpdesk at 7700. They will ask you some questions to verify who you are. Then they will reset the password and give you a new default password. It is not safe to keep the default password since someone could easily guess it and access your records.
2. If you **remember your password** and **want to change it** to match other passwords, follow the steps below:
 - ❖ Open GroupWise and select Tools > Options.
 - ❖ Double click the Security icon.



1. Enter your old password.
Press TAB.



2. Enter your new password and press TAB.
3. Enter your new password to confirm and press TAB.

LotusNotes or PDAS Online PASSWORDS

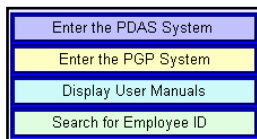
PDAS Online is a LotusNotes account. Most users have only one LotusNotes account, but some of you may have another. Please be aware that, if you have a second LotusNotes account (such as GT), changing the password for one account also changes it for the other(s). The default password for LotusNotes is the first four letters of your last name in all caps and the last four digits of your social security number. Example: John Smith has a social security number of 432-87-4567.

His LotusNotes password would be **SMIT4567**

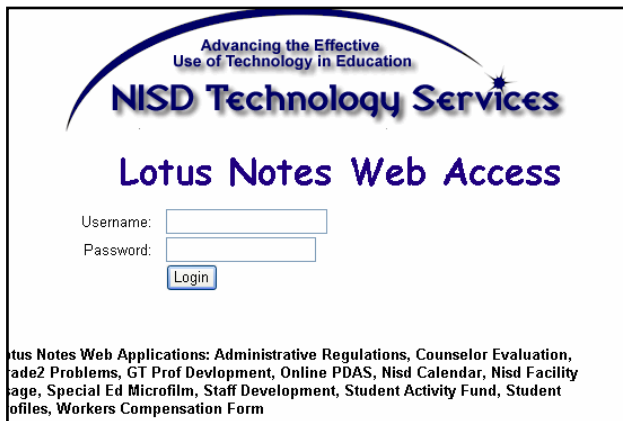
1. Follow the step below if you **forget your password** or **cannot log in** with what you think is your password:
 - ✓ Call the helpdesk at 7700. They will ask you some questions to verify who you are. Then they will reset the password and give you a new default password. It is not safe to keep the default password since someone could easily guess it and access your records.

2. If you **remember your password** and **want to change it** to match other passwords, follow the steps below:

- ❖ Go to the **NISD** page. Click Intranet. Click Online PDAS on the right.
- ❖ Click **Enter the PDAS System**.



- ❖ Enter your e number as the username. Be sure to use a lowercase e. Example: **e012245**
Enter your **password**. Click **Login**.



Advancing the Effective
Use of Technology in Education

NISD Technology Services

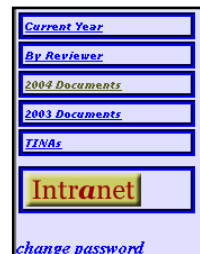
Lotus Notes Web Access

Username:

Password:

Lotus Notes Web Applications: Administrative Regulations, Counselor Evaluation, Grade 2 Problems, GT Prof Development, Online PDAS, Nisd Calendar, Nisd Facility Page, Special Ed Microfilm, Staff Development, Student Activity Fund, Student Profiles, Workers Compensation Form

- ❖ On the left side of the screen under the Intranet button, *password*.



click *change*

- ❖ Enter your old password and click Confirm.

SET INTERNET PASSWORD:

NAME:

Old Password

Confirm:

- ❖ Type the new password in the **new password** box.
Type the new password in the **confirm** box..
Click **Submit**.
You will see the **message** in the box at the bottom of the page.

SET INTERNET PASSWORD:

NAME:

New Password

Confirm

