



Changing Your Novell and Intranet Passwords

Introduction

This document provides the following information:

- How to change your Novell Netware and intranet passwords.
- Guidelines for choosing a good password.

When Your Novell Password Expires

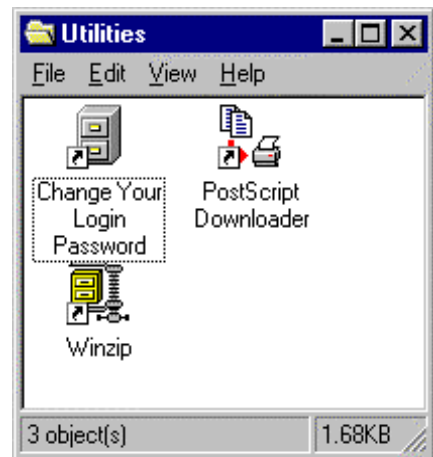
Note: *Important information is contained in the paragraph below. Please read it fully before proceeding with the instructions that follow it.*

For security purposes, your Novell password is configured to expire every year. After this interval has passed, you will be automatically asked to change your password the next time you log on to Novell. Say “Yes” and pick a new password. You cannot fool the system and type in the same old password. You can also change your password at anytime by following the directions below.

1. On any ITS lab computer, open the “Utilities” folder located on the computer’s Desktop.
2. Double click the “Change Your Login Password” icon.
3. Provide the following information when prompted:
 - Your current Novell Netware password.
 - The new password you will use for Novell Netware.

Note: *Your new password must contain a minimum of 5 characters.*

 - Retype the new password again for confirmation.



Verifying Your New Password

To ensure that your password has changed, immediately log off the computer you are using and log back on again, entering your *new* Novell password.

Changing Your Intranet/Lotus Notes Password

Your intranet password provides access to the KSG intranet and your personal WebMail account. This password will never expire automatically. However, periodically changing your password will help ensure that your account remains secure. You may also change it to the same password as your Novell Netware password

To change your intranet password, follow the steps below:

1. Logon to the KSG Intranet from the KSG homepage <http://www.ksg.harvard.edu>
2. Click on the Options button at the top of the screen
3. You'll see a Change Password Option
4. On the resulting web page, type the *new* intranet password that you would like to use. For confirmation, retype it in the field provided. When finished, click the "Save Options" button.

Note: *Your new password will not take effect for approximately one hour. In the interim, you will not be able to log on to the intranet. Also, remember that intranet passwords are case sensitive.*

Tips for Choosing a Good Password

Your password should be easy to remember but hard for others to guess. Below are some simple guidelines to help you choose a good password:

- Choose a password that is six characters or longer.
- Include upper case letters as well as numbers in your password, e.g. "h5Bv22M".
- Do not use simple words that can be found in a dictionary, e.g. "apple" or "book".
- Do not choose a password that is based upon personal information, such as your name or telephone number.