

How to Change Your Novell Password

Steps for changing your password:

Over the last year or more, network security has become very high on the priority list at Northland College. Due to the importance of this issue, employees will be prompted to change their network passwords every 120 days. **You will receive email notification several days before your password is set to expire. Please pay close attention to the date that your password will expire because you need to successfully log into Novell in order to change your Novell password.**

Novell Password Change

Use this screen to change your Novell password.

Novell Username	<input type="text" value="descheho"/>
Current Password	<input type="password" value="••••••••"/>
Enter New Password	<input type="password"/>
Verify New Password	<input type="password"/>
<input type="button" value="Go"/>	

Passwords **MUST** meet the below requirements set forth in the [System Guideline 5.23.1.1](#):

- A password or passphrase must be at least eight (8) characters long.
- A password or passphrase must include a minimum combination of 2 character types such as numbers, special characters, lower case letters, and upper case letters.

NOTE: The College is requiring 1 lower case letter and 1 number in your password, to ensure we meet the requirements of the System Guideline.

NOTE: You cannot reuse passwords. The new password you enter must be one that you have not used before. For tips on creating a good password, you may want to check out [this page](#) that MnScu has created.

If you have trouble with this you can try the instructions below if you have the Novell Client installed.

NOTE: There is both a Novell password and a Windows password. It is easy to confuse the two, so please be aware of this.

To change your password in Windows after logging into the Novell Client, press Ctrl+Alt+Del, then click Change Password.

Depending upon your setup, there are two possibilities. Use the one that fits your setup.

NOTE: You must be logged into the Novell Client before you can change your Novell password.

- 1) In the box on the left side, click on NORTHLAND.
On the right side, enter your existing Novell password, then a new password twice.
or
- 2) In the "User name" box, enter your Novell username.
In the "Log on to" box, select "Netware Services".
Enter your existing Novell password, then a new password twice.

Your Novell network account is used to log into computers on campus using the Novell Client, Virtual Office, the room/meeting scheduler, the vehicle scheduler, the wireless network, and possibly a few other things.

PLEASE NOTE: This regards your Novell Network account password, this does not update or change your GroupWise password.