

Once each year, your building's server will require you to change your password. This is a security protocol used to protect your information. Once changed, your password will not change for another year. You can, however, change your password at any time. Some people choose to change their password monthly, while others change it only once per year.

Novell

- While logged into your computer, push ctrl, alt, and delete keys all at the same time
- Click change password
- Enter your current password
- Enter your new password two times
- Click OK

GroupWise

- While in G
- Double cli
- Enter your
- Enter your
- Click OK

