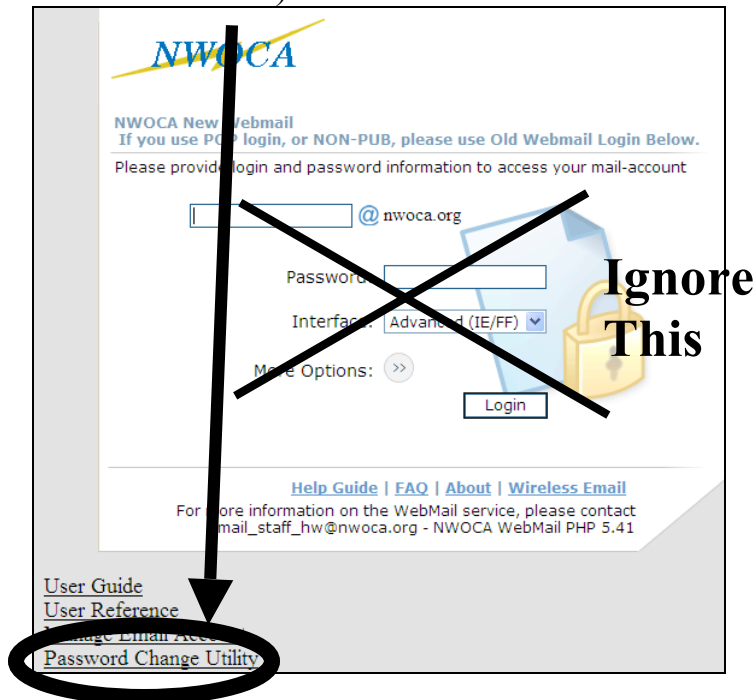


# Changing your NWOCA Email Password

1. Open your Web browser
2. Access the NWOCA home page – <http://home.nwoca.org>
3. Click on the **New Web Mail** button

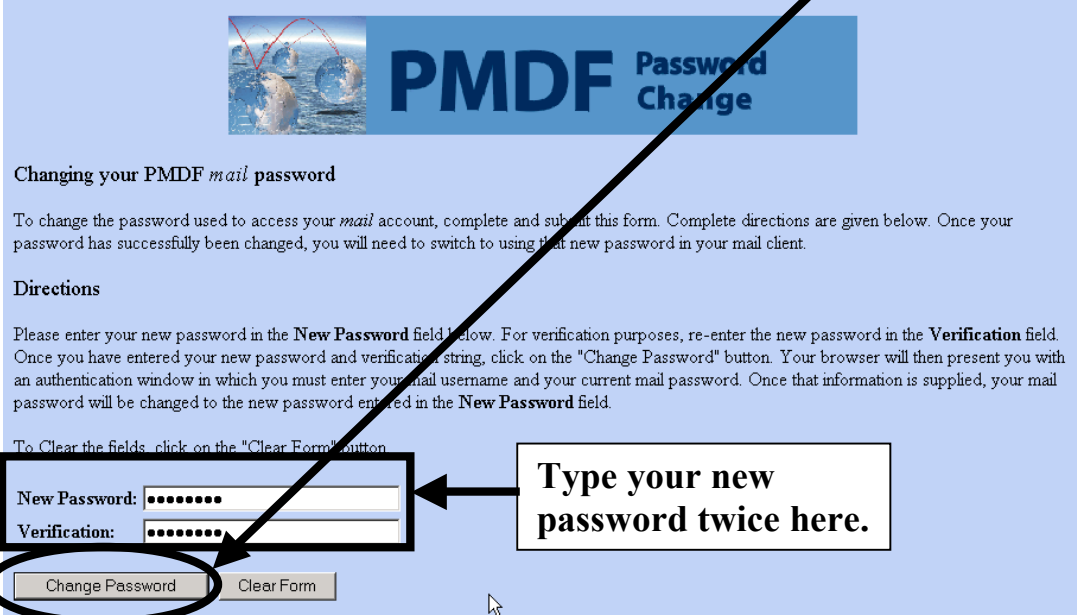


4. Click on the **Password Change Utility** button. (Ignore *User Name* and *Password* boxes).



5. **Password rules: Your password must be at least 8 characters; cannot use many special characters such as !, @, #, \$, %; and may NOT be the same as your previous passwords.** Create a password with a combination of letters and numbers to make it more secure. One way to keep it easy is to come up with word/name (not your own) you can easily remember and then just add a number to it. Each time you need to change the password just increase the number.

Type in your **NEW** password twice and then click **Change Password.**



The screenshot shows a web form titled "PMDF Password Change". The form includes a header with a globe icon and the text "PMDF Password Change". Below the header, the text reads "Changing your PMDF mail password" and "To change the password used to access your mail account, complete and submit this form. Complete directions are given below. Once your password has successfully been changed, you will need to switch to using that new password in your mail client." The "Directions" section states: "Please enter your new password in the New Password field below. For verification purposes, re-enter the new password in the Verification field. Once you have entered your new password and verification string, click on the 'Change Password' button. Your browser will then present you with an authentication window in which you must enter your mail username and your current mail password. Once that information is supplied, your mail password will be changed to the new password entered in the New Password field." Below the directions, there is a note: "To Clear the fields, click on the 'Clear Form' button." The form itself has two input fields: "New Password:" and "Verification:", both containing masked characters. Below these fields are two buttons: "Change Password" and "Clear Form". A large black arrow points from the top right towards the "Change Password" button. A white box with a black border contains the text "Type your new password twice here." with an arrow pointing to the "New Password" field. The "Change Password" button is circled in black.

**Changing your PMDF mail password**

To change the password used to access your *mail* account, complete and submit this form. Complete directions are given below. Once your password has successfully been changed, you will need to switch to using that new password in your mail client.

**Directions**

Please enter your new password in the **New Password** field below. For verification purposes, re-enter the new password in the **Verification** field. Once you have entered your new password and verification string, click on the "Change Password" button. Your browser will then present you with an authentication window in which you must enter your mail username and your current mail password. Once that information is supplied, your mail password will be changed to the new password entered in the **New Password** field.

To Clear the fields, click on the "Clear Form" button.

New Password: .....

Verification: .....

Change Password Clear Form

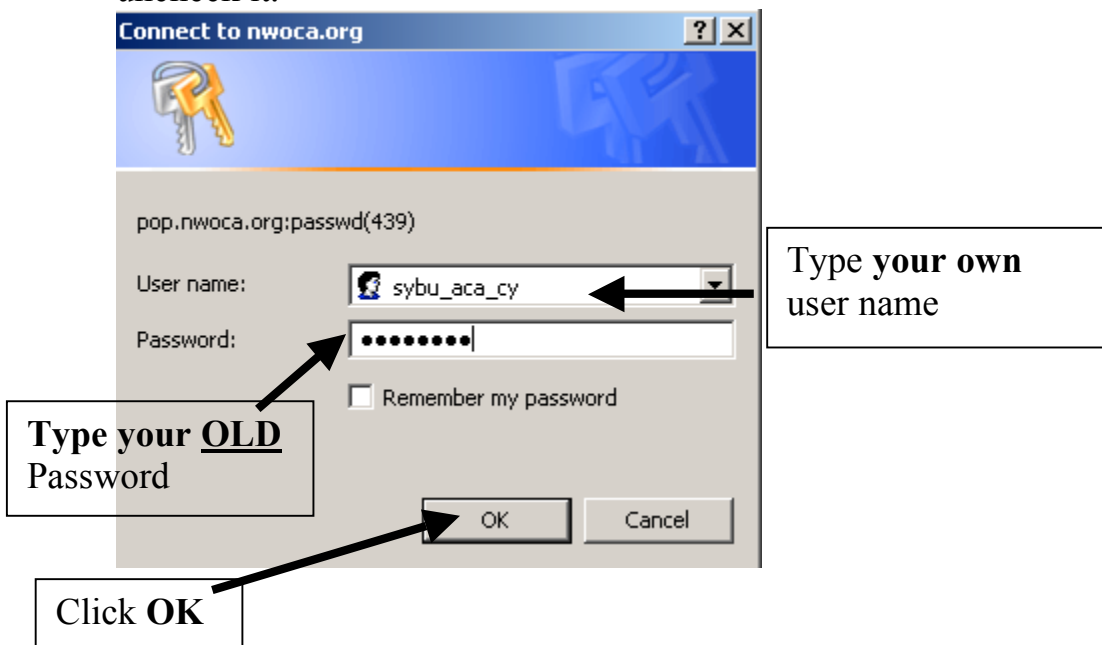
Type your new password twice here.

6. Now that you have told the system your new password, you need to tell it who you are by typing in your username and your OLD password.

**Important**

**Your user name is the part of your email address before @ ONLY.**

7. In the next step the password you type must be your **OLD password**. This is how the system identifies whose password it is changing. **NEVER select remember my password.** If your password is stored on your computer, anyone can use it to send mail and the recipient will think it is from you! If the *Remember my password* box is checked, click it to uncheck it.



8. If you tried to create a password that is too short (less than 8 characters), was previously used, the two passwords you typed didn't match, or you used special characters such as !, #, \$, %, you will see a screen similar to the one shown below with a message indicating the error. Click the Back button on your browser to go back and try again.



# PMDF Password Change

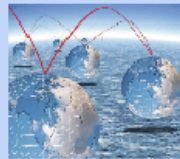
Unable to change your PMDF *mail* password.

An error occurred while attempting to change your *mail* account password:

```
SET PASSWORD command failed; unable to change password; Password too short
```

Your password has not been changed. If you require assistance, please contact your system administration.

- 9. If you were successful changing your password, you will see a screen like to one shown below. You may close Internet Explorer at this point.



# PMDF Password Change

Your PMDF *mail* password was successfully changed.

When you next try to access your *mail* account, you will need to use your new password.

Any incidental output from the server will appear below.

**Use this table to record your usernames/logins and passwords. Keep it in a safe place such as your wallet. Do NOT put it under your keyboard, in your top desk drawer, etc. Those are places people will look for it.**

	Username/ Login	Password
Domain Login		
Email		
SB Client		
MediaNet		
Attendance/Grading		
Reflections Login (POs)		