



**Port Chester
Self Service Password Changing**

**Warning:
Your Password will expire every 90 Days**

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Introduction

The updated Port Chester network password policy now requires password changes on a regular basis, every 90 days. This document will show you how this is enabled and how to recover your password.

Initial Setup

First login after new password policy is enabled

- You will be prompted after logging in to the network to create a Password Challenge/Response (see figure 1)

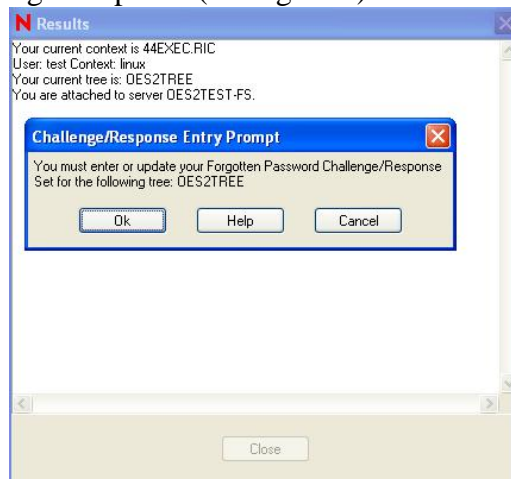


Figure 1

- Click ok

Answering the Questions

- The first screen will ask you to create your own question and answer. (see figure 2)
- The second will be a pre-defined question that you must provide the answer to only. (see figure 3)
- The answers to these questions will be how reset your password.
- This is similar to the way online website allow you to reset a forgotten password

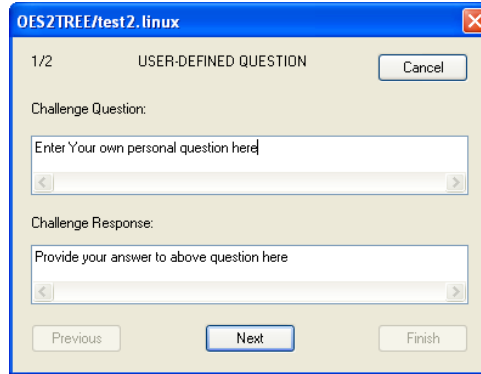


Figure 2

- Answer the question and click next

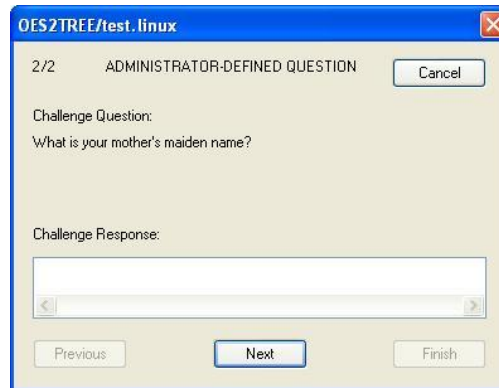


Figure 3

- Answer the second question and click finish
- You will see a window telling you that you have updated your challenge response.

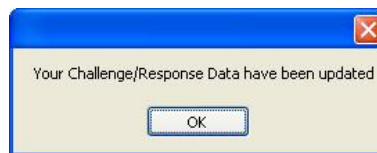


Figure 4

Second Login after policy is enabled

- Most likely your current password does not conform to the new password requirements. Upon your second login you will be forced to change your password, unless you meet the new password requirements. However in 90 days you will still be required to change your password.
- When you log in you will see the following:



Figure 5

- After clicking yes you will have to change your password. Please see the Password Expiration section.

Password Expiration

Your password will expire based on your districts password policy.

- The policy dictates how long before passwords expire and how complex the password needs to be.
- To view your policy click on the policy button during the change password dialog box (see figure 7)
- Figure 6 shows a sample policy.

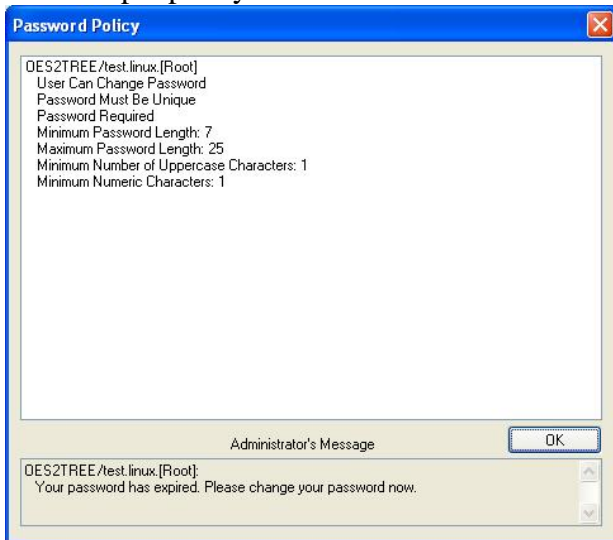


Figure 6

- The district password policy is a minimum of 7 characters, requiring at least 1 capital letter and at least 1 numeric character.



Figure 7

Changing an expired password

- When your password expires you will be prompted after a successful login to change your password.



Figure 8

- You may be allowed a certain number of grace logins. This means that you can continue to login in with your existing password for 3 times before having to change your password. In our example in figure 8 the user has 2 grace logins left.

****** IF YOU DO NOT CHANGE YOUR PASSWORD WITHIN THE GRACE PERIOD YOUR ACCOUNT WILL BE LOCKED OUT ******

- When you click on yes to change your password you will be prompted with the password change dialog box. Enter your new password twice and click ok.

Password Tips

- For user defined questions (see figure 2 on page 4,) make sure that the question is something that no one will be able to answer.

Example - What car am I currently driving? This is a bad question as people can easily figure this out. Make sure it is something people do not know about you.

- Easy way to remember complex passwords is with pass phrases. An example of a pass phrase:

I have been a teacher in Port Chester for 5 years

The actual password would be – **IhbatIPcf5y**

With this you are taking the first letter of each word in the phrase for your password, so as long as you remember the phrase and you enter the complex password that on paper looks like a jumbled bunch of characters.

Forgot your password?

- Resetting your password is done from the Novell Login Screen.

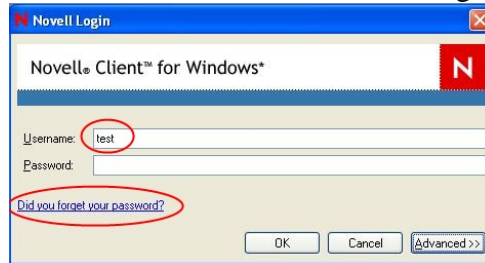


Figure 9

- You must first type your username in the Username field
- Then you click on “Did you forget your password?” (see figure 9)
- You will then be asked if you want to change your password with your challenge /response set.



Figure 10

- Click on yes to continue
- You will be presented with the 1st question to answer.

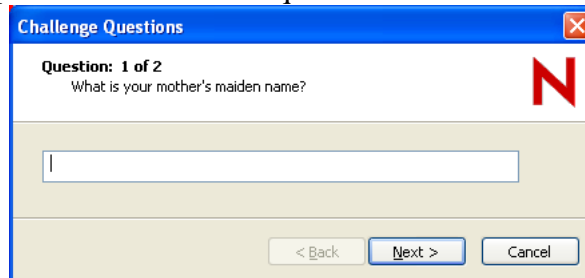


Figure 11

- Answer question and click next
- Answer 2nd question and click finish.

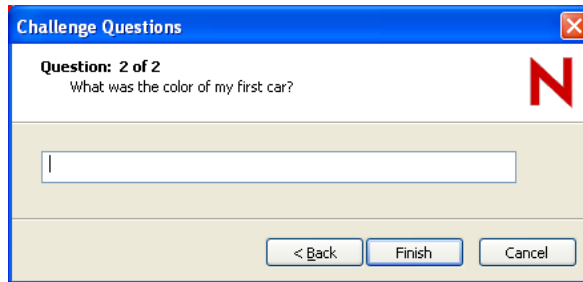


Figure 12

- You will now be prompted with the change password dialog box

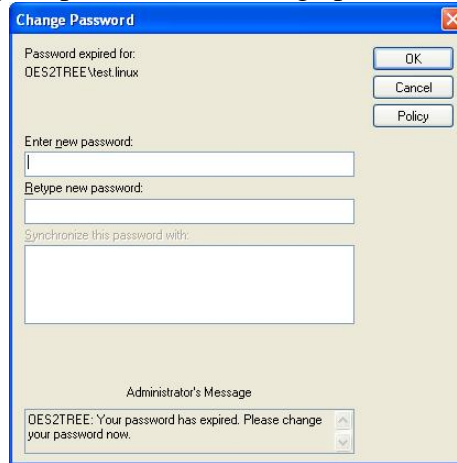


Figure 13

- If you have received the Password successfully changed you can now long on normally with your newly changed password.
- If you have not answered the questions with the appropriate answers you will get an error message and will have to try again.
- If you do not answer the questions correctly, after 3 times your account will be locked out and you will not be able to log in.