

Directions for Changing Passwords in Novell

1. Log into Novell using your ID # for both Username and Password.
2. Once the computer is finished booting up, press the following combination of keys:
Ctrl + Alt + Del
3. The “Novell Security” Window will appear
4. Click on “Change Password” option
5. Fill in “Old Password” box (should be their ID#)
6. Fill in “New Password” box. (NOTE: Your password must be kept private. Do not share it with anyone. You are responsible to remember the new password and to change it regularly.)
7. Fill in “Confirm New Password”