

Changing Your NIS Password Lesson

1.	<p>Click the Actions link.</p> 
2.	<p>Click the My System Options link.</p> 
3.	<p>Click the Change Password link.</p> 
4.	<p>Enter your current password in the Old Password field.</p>
5.	<p>When you change your password it must meet certain requirements:</p> <ul style="list-style-type: none"> Must be 6 - 10 characters in length First character can be alpha or numeric Must include at least one alpha character and one number (ex. a12345 or 1abcde) Passwords are NOT case sensitive Special characters are allowed (ex. @, *, _, etc.) Must use 10 other passwords before you can use the same one again
6.	<p>Enter your new password in the New Password field.</p>
7.	<p>Enter your new password again in the New Password - Verify field.</p>
8.	<p>Click the OK button.</p> 
9.	<p>Click the OK button.</p> 
10.	<p>Next time you sign onto NIS use your new password.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>