

Changing Your NIS Password
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Changing Your NIS Password

Changing Your NIS Password Overview

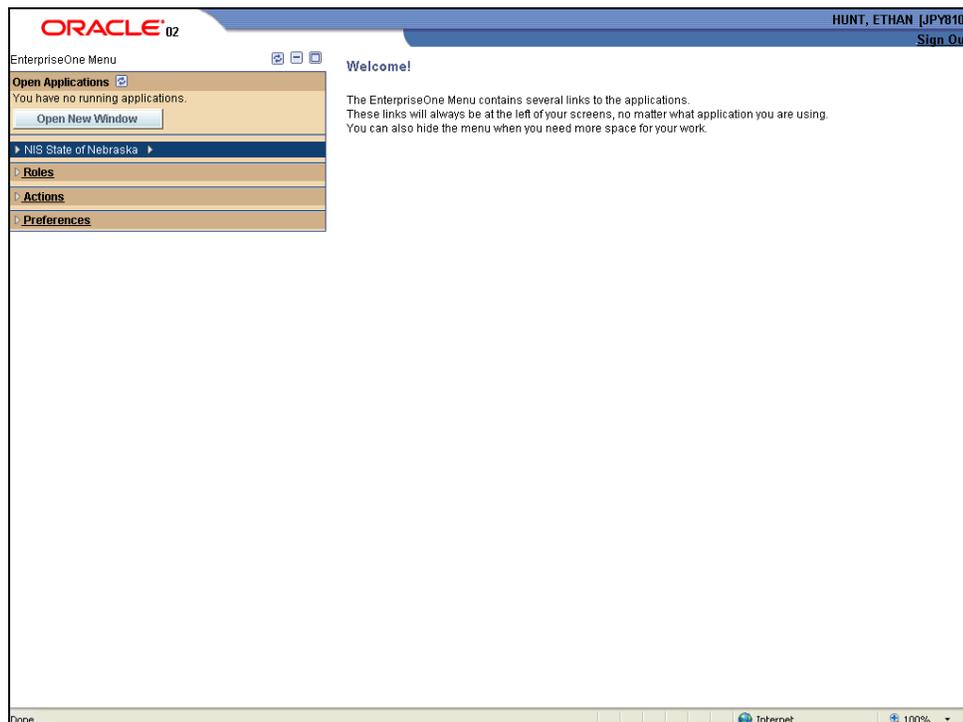
Your NIS password is not the same as your network password. You will be prompted every 90 days to change the NIS password, or you may decide to change it on your own. To maintain system security, change your password regularly.

Note: Changing your NIS password does *not* change your network password. Likewise, changing your network password does *not* change your NIS password

Changing Your NIS Password Lesson

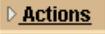
Procedure

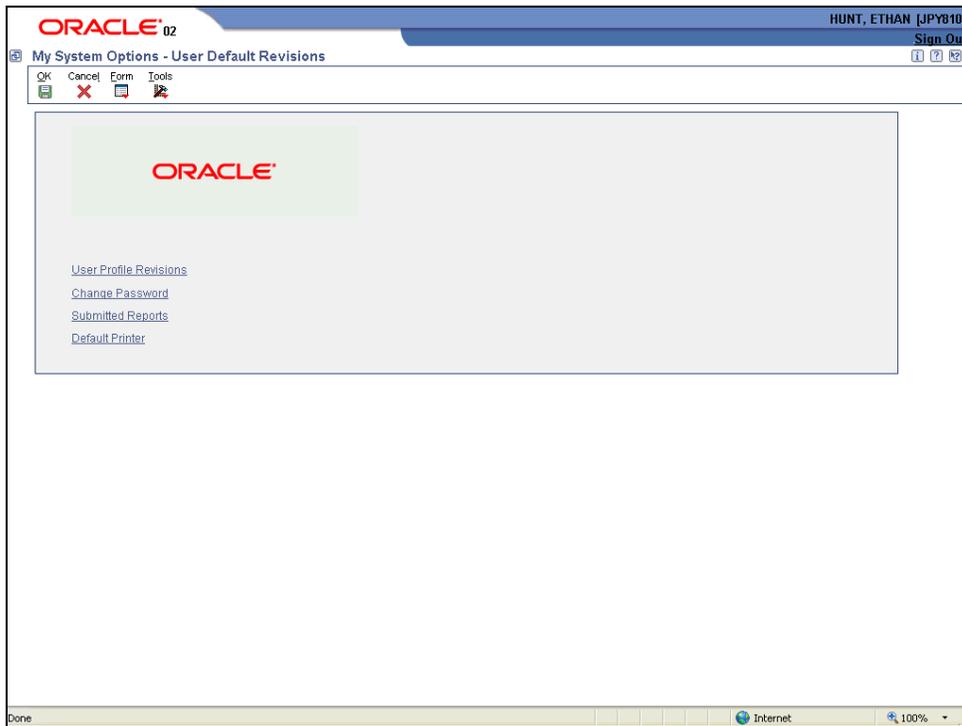
In this lesson you will learn the steps to take to change your password in NIS.



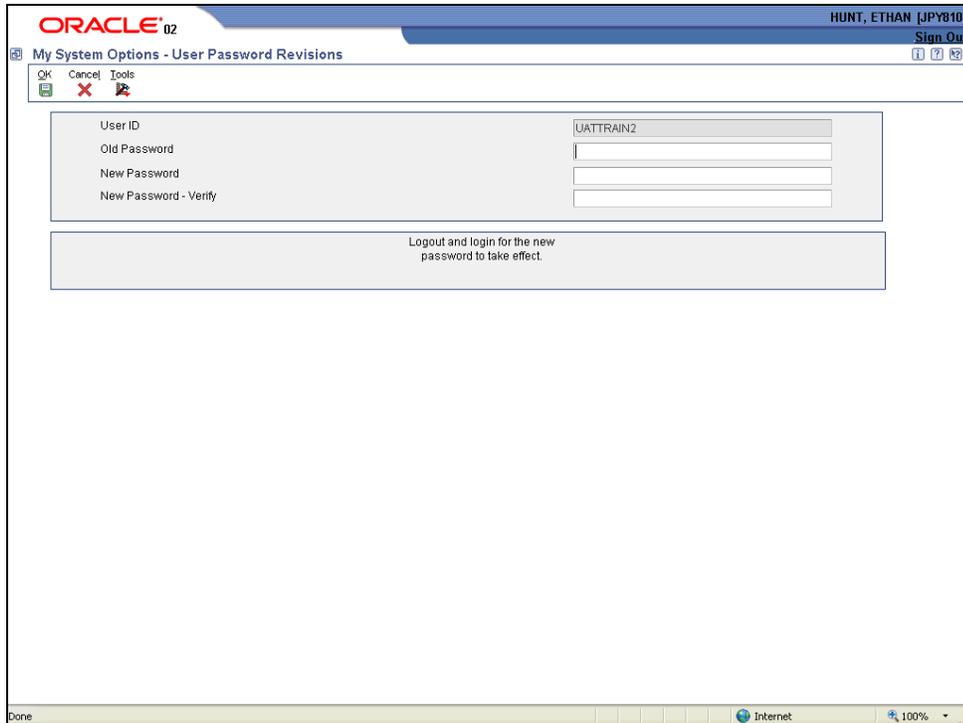
Training Guide

Changing Your NIS Password

Step	Action
1.	Click the Actions link. 
2.	Click the My System Options link. 



Step	Action
3.	Click the Change Password link. 



ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

My System Options - User Password Revisions

OK Cancel Tools

User ID: UATTRAIN2

Old Password:

New Password:

New Password - Verify:

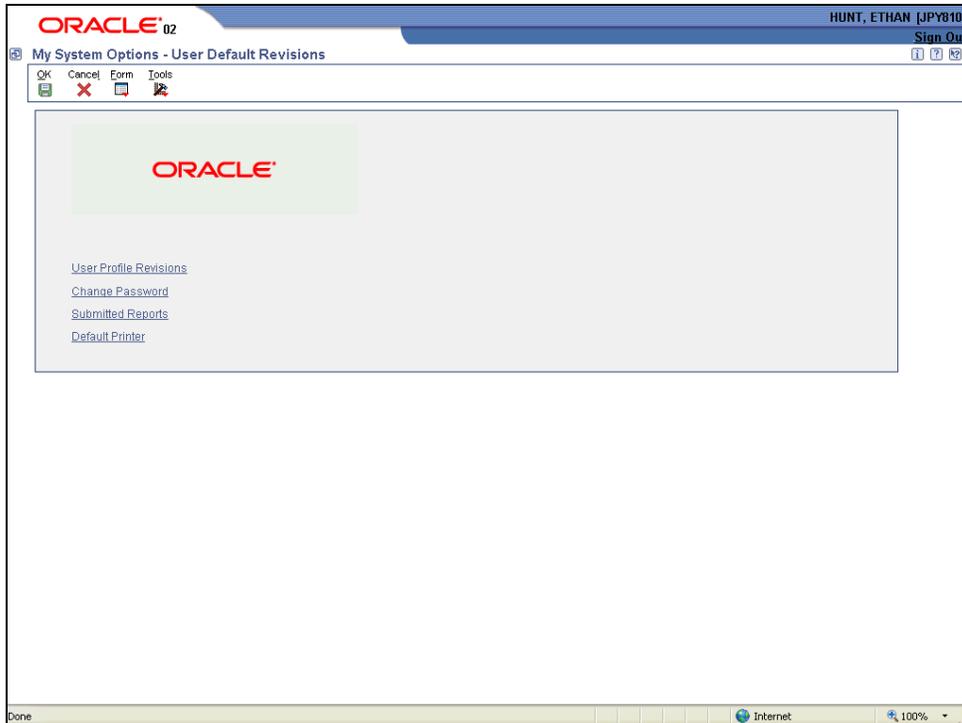
Logout and login for the new password to take effect.

Done Internet 100%

Step	Action
4.	Enter your current password in the Old Password field.
5.	When you change your password it must meet certain requirements: 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.	Enter your new password in the New Password field.
7.	Enter your new password again in the New Password - Verify field.
8.	Click the OK button. 

Training Guide

Changing Your NIS Password



Step	Action
9.	Click the OK button. 
10.	Next time you sign onto NIS use your new password. You have successfully completed this lesson. End of Procedure.