

Changing Your Novell password...

Hold down the Ctrl-Alt-Delete keys, click 'Change Password'

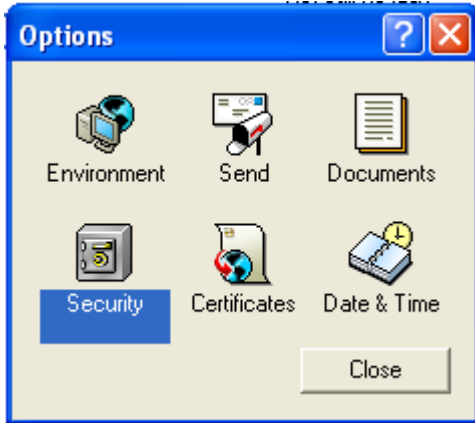
Type your current password in the spot for: Old Password

Type your new password in the spot for: New Password

Type your new password again in the spot for: Confirm New Password

Changing Your Password for Groupwise Client:

Open GroupWise and go to Tools...Options...



Double click on Security...

Type in your current password as the Old Password
...Type in your new password, then again, to confirm it.


Changing Your Password on Web Email Client...

Log onto the web site. Choose 'Employee Webmail' on the left to get to the District Email screen. Choose 'Click here to proceed to webmail', if prompted for a Security Alert, click 'Yes'.

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Open your web browser and enter the following as your URL:

<http://mail.bernardsboe.com/>

Follow the prompts to log in then click on the Options icon  to open the 'Options Window' to change your password as follows:

Options

General **Password** Proxy Access Rules Send Options Signature Time Zone

Change your password

Type your old password:

Type your new password:

Confirm:

Type in your current password as the 'Old Password' ...Type in your new password, then again, to confirm it.

Please Note:

Due to synchronization of GroupWise on the server, sometimes you might need to change passwords on both the GroupWise and Web Email clients.

Changing your TAC – Teacher Access Center password...

Please go to <https://start.spihost.net>

Enter your user name and password. On the next page choose Change Password.

Changing Your OnCourse password...

Log onto OnCourse

In the upper right side of the screen, you will see a 'Profile' link

Click the 'Profile' link and follow the prompts on the Profile page to change your password and confirm it once again.