Updating Novell (OES) Password to Match UWO

In anticipation of our move from Novell eDirectory to Microsoft Active Directory, we are asking that you update your current Novell password to match your Western password. We have removed all accounts from the 'Force periodic password changes' policy as a requirement of this change so you will no longer be required to update your password every 90 days. With this said it is still a good security practice to update your password on a regular basis. In order to update your password please complete the following:

Windows 7

1. Press and hold **CTRL+ALT+DEL** on your keyboard.
2. Select '**Change a password…**'
3. Select the icon with your user id
4. Type in your '**Old password**'
5. Type your Western password in the '**New password**' field.
6. Confirm your Western password in the '**Confirm new password**' field.
7. Hit Enter on your keyboard or select the arrow next to Confirm new password
8. At the **Change Password** window ensure all Resources are selected (by default all should be selected)
9. Click '**OK**'
10. You should see a Windows Security message stating 'Your password has been changed.'
11. Click '**OK**'
12. Congratulations, your password has been updated.

Windows 10

1. Press and hold **CTRL+ALT+DEL** on your keyboard.
2. Select '**Change a password**'
3. Type in your '**Old password**'
4. Type your Western password in the '**New password**' field.
5. Confirm your Western password in the '**Confirm new password**' field.
6. Hit Enter on your keyboard or select the arrow next to Confirm new password
7. At the **Change Password** window ensure all Resources are selected (by default all should be selected)
8. Click '**OK**'
9. You should see a message stating 'Your password has been changed.'
10. Click '**OK**'
11. Congratulations, your password has been updated.

If you have any issue completing this process, please contact the helpdesk at 519 661-2111 x 81377 or helpdesk@schulich.uwo.ca.