

Changing a user's password in Netware 4.1x

Use the procedures detailed below whenever you need to change a user's password. This may be required in the following circumstances :

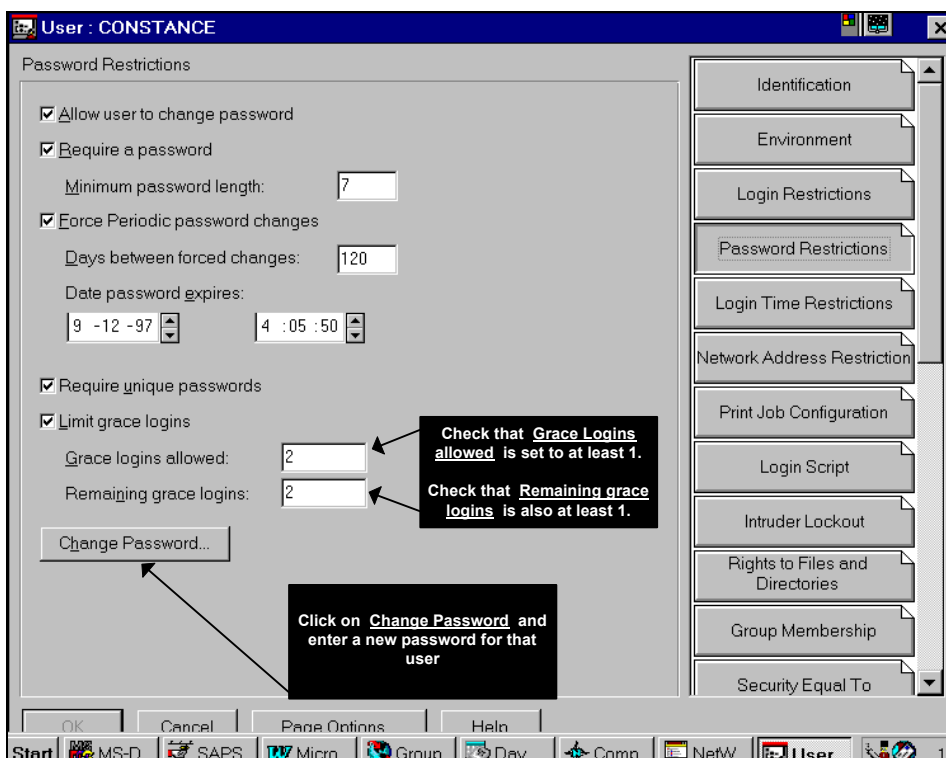
- A user went on holiday and forgot his password.
- A user did not pay attention to the system asking him to change his password and as a result he ran out of grace logins.

All networks we set up are set up so that, for security reasons, users are regularly asked to change their login passwords; typically, unless a customer asks otherwise, users will be asked to change their passwords every 45 days. If a user does not change his password the first time that the system prompts him for a new password, the system will allow the user to log on. After that first time, the user's account will become disabled or, if **grace logins** have been set up, the user will be given that number of times to log in again under their old password, and on each of those occasions the user will be prompted to change his password. However, once all grace logins have been used up by the user, the user becomes disabled from logging into the system.

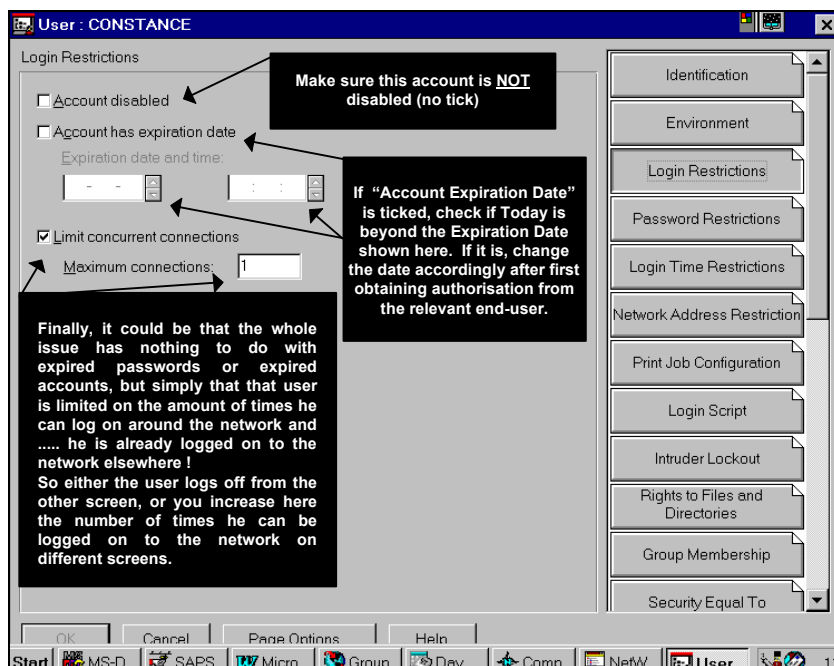
So, to restore an end-user's ability to log into the system, do as follows :

- Firstly, log on to the system as user **ADMIN**.
- Next, find off the START / PROGRAMS menu the **Netware Administrator 4.11.xx** or **NetWare Administrator 5.0** program.
If you cannot find that program, do as follows instead : click on **Start \ Run...** and enter **Z:\Public\Win32\Nwadm32.exe** in the box that comes up and click OK (if that does not work, then try z:\public\nwadm3x.exe).
- Once the Netware Administrator program opens (it takes a long time to do that), scroll the window down till you come upon all the users grouped together.
- Identify the user whose password you wish to change and **right click** on it. Choose the **Details** option off the menu that comes up.
- Next, choose the **Password Restrictions** tab on the right-hand side of the screen.

Then, set up the next window as illustrated below :



Next, click on the **Login Restrictions** tab on the right-hand side. A new screen should appear – set it up as illustrated below :



- Once you've done the above changes, if any were required, click on **OK** in the bottom left corner of the window.
If "OK" is not highlighted, click on **CANCEL**.

- Close down "Netware Administrator"

- The last step is to log off and ask the user to try login in.
If you had to change the user's password, tell the user in question that when they next login, *with the new password you set up*, the system will ask them to change that password again so that they are set up with a password that *they* chose, rather than one you chose for them.

- That's it, you're done !**

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