Systems Department
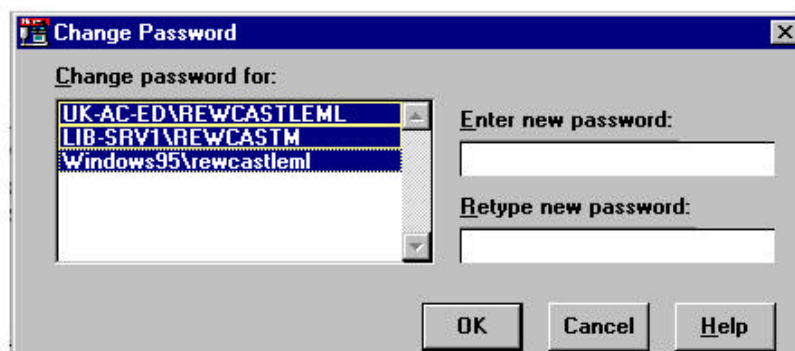**Techtip Number 12 - Changing your password**

Every 100 days as a security precaution your login to lib-srv4 (win95) will
expire and you will have to change your password. This password must not
be anything you have used before and has to be at least 5 characters and
should include a non alpha character such as a punctuation mark or a
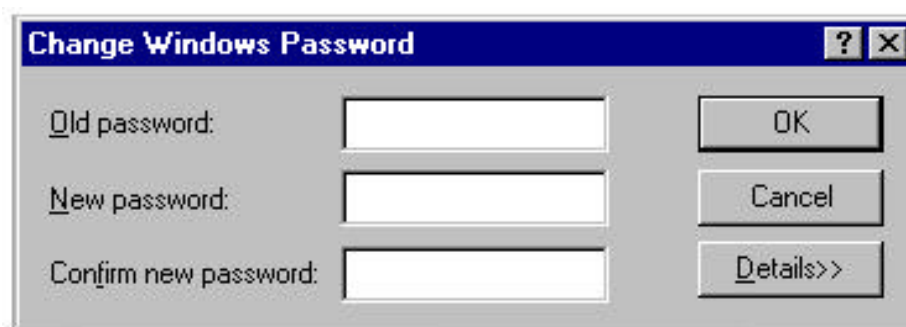number. You will be advised to change your password by this screen:

Choose *YES* or you might find you run out of grace logins and not be able to
login at all.

Then the following box will appear:

Enter a new password in
the first box. Use [tab] to
go to the retype box and
confirm your password
(type it again). Then click
OK to accept the
password.

Then you will get this box:

You must CANCEL this box

We don't use a windows password so this is not needed. We have a lib-srv4, and lib-srv1 password only.
If you have any further problems contact helpdesk@srv4.lib.ed.ac.uk