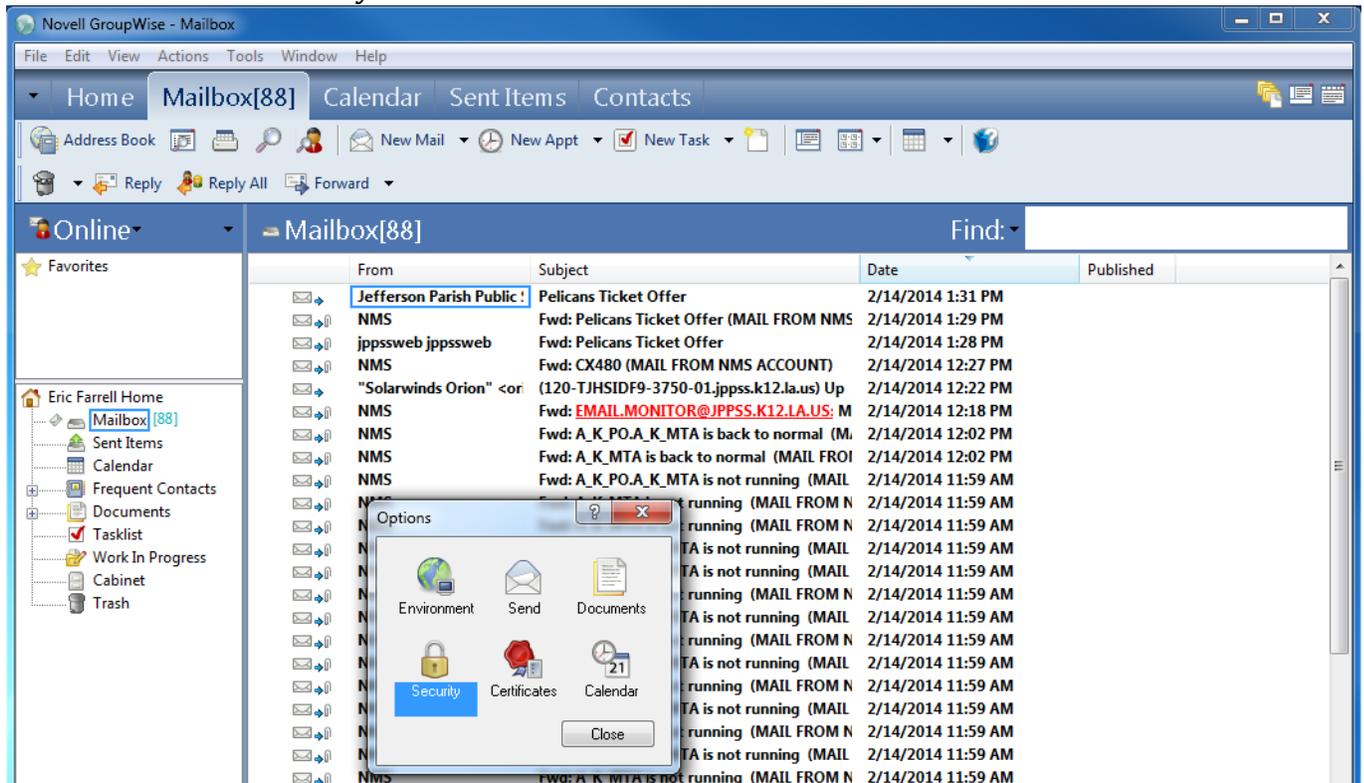
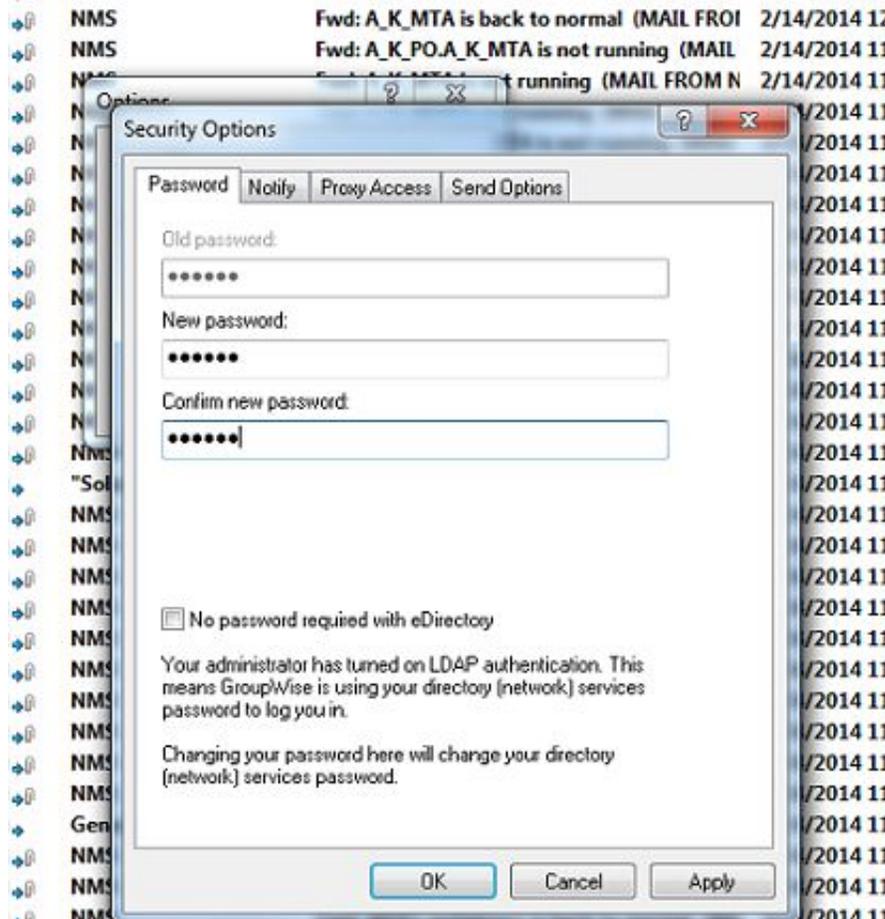


2. Double click on "Security".



You will change your password here.

3. In this dialog, enter your current password where it says "Old password", then press the Tab key, and enter your new password twice. Then click OK.

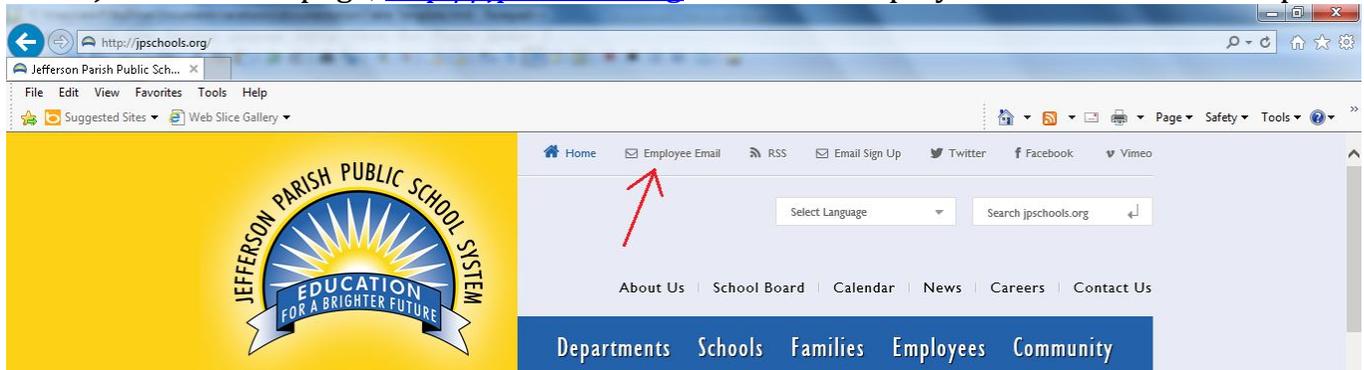


This is the final step. After this, your password is changed.

B. If you use a web browser to check your mail

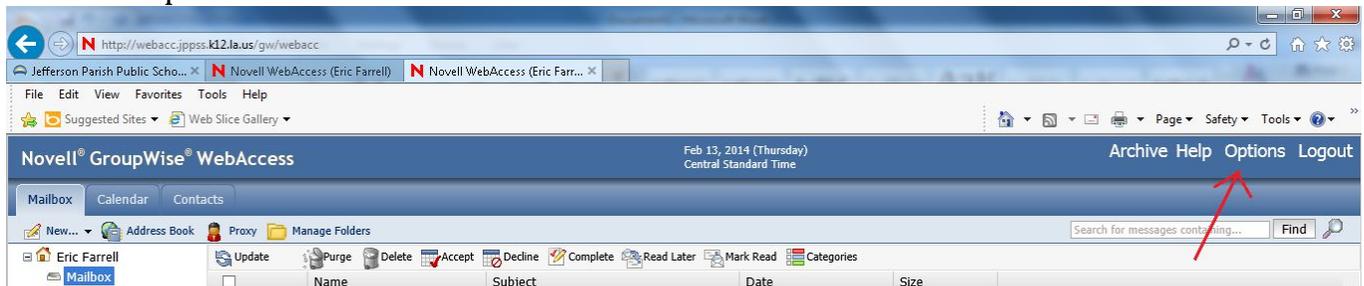
If you use a web browser to check your mail, follow these steps. This can be done from anywhere--you do not have to be connected to the JPPSS network for this:

1. Go to JPPSS's home page, <http://jpschools.org>. Click the "Employee Email" link at the top.



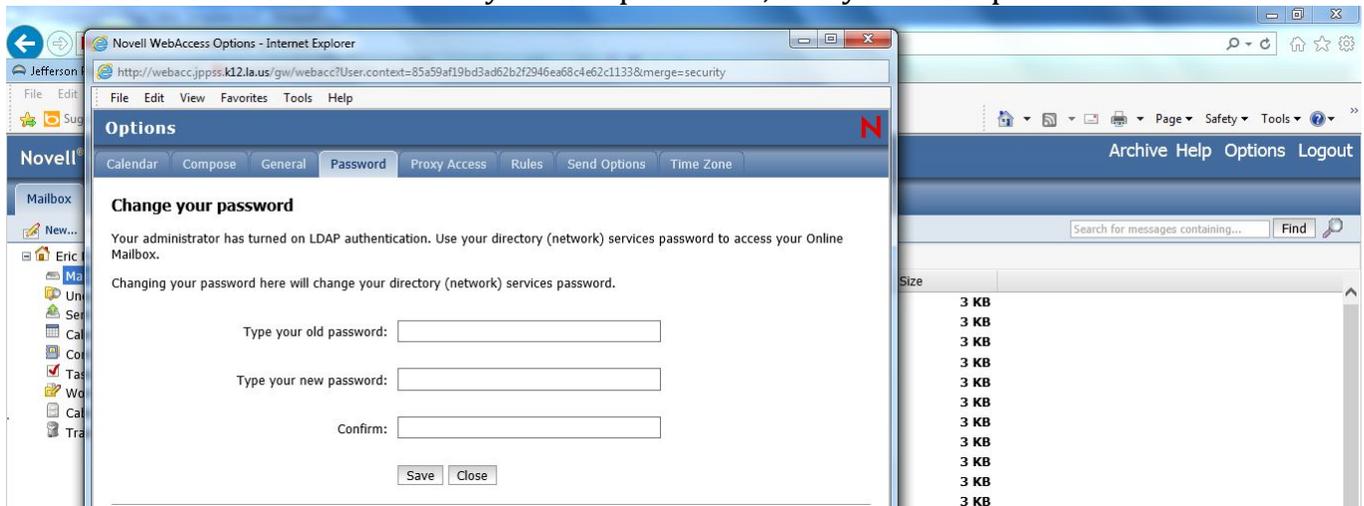
The arrow points to the link.

2. Log in to Webmail.
3. Click on "Options".



The arrow points to the link.

4. Select the "Password" tab. Enter your old password, and your new password twice.



Your password is changed in this dialog.

C. Logging into Novell after you change your password

If you log into Novell, there will be one extra step. After you change your GroupWise password, reboot your computer. Once the Novell login dialog appears, enter your username and new password. You should see a dialog asking for the local Windows password. Enter it, and check the checkbox that says "Change my Windows password" so you will not see this dialog again.

If you use an iPhone, iPad, Blackberry, or other mobile device, you will enter your new password from now on.



It is very likely you'll see this screen after logging into Novell. You'll want to check the checkbox when entering the local Windows password, so this dialog never re-appears.