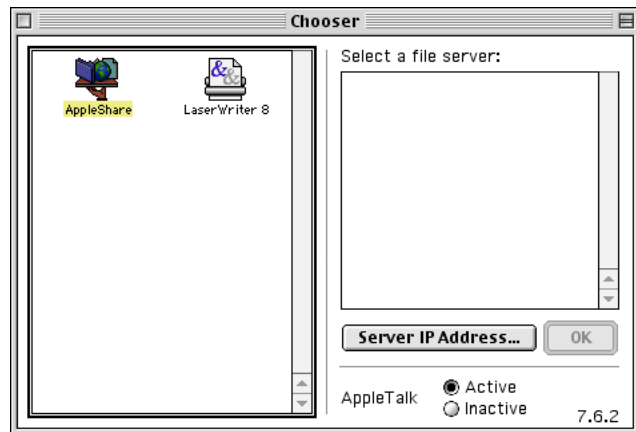


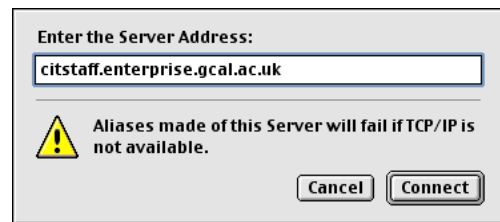
Changing your Caledonian domain Password when using an OS 9 (or OS 8) Mac.

This password controls access to several services, such as your staff email account and the central staff file server.

1. From the Finder, go to the Apple menu and select the Chooser. Click on the AppleShare icon and then click the button.



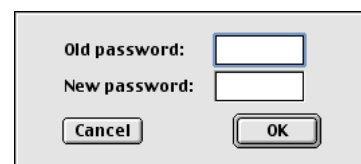
2. Type in the address of the central staff server: `citstaff.enterprise.gcal.ac.uk` and click the button. Many of you should be able to get away with typing `citstaff.enterprise` on its own.



3. This will take you to the login window. You would normally type your login name and password here to login. However, to change your password, type in your login name and then click on the button.



4. As directed, type in your old password and the new password that you want to select. Please make sure that your new password follows the password selection guidelines. When you have done this, click the button.



5. You will then be requested to type your new password again for confirmation purposes.



6. Repeat your new password as requested.



7. If your password is not successfully changed, you will get an error alert. If you have typed your old password wrongly, you will see this alert. Please try again, typing more carefully.



8. If you try to make the new password the same as the old password, you will get this somewhat misleading alert. Choose a new password and repeat from step 3.



9. If you mistype your confirmation password, the error alert message is clearly tells you what the problem is.

10. If your change goes successfully, you will be offered a selection of one or more share points. You may either proceed to log in (if this is what you normally do) or alternatively click to return to the Chooser. You may then close (or Quit) the Chooser.

