

Changing Your Intranet Password

Once you have logged into the Intranet, it is important that you change your password. It is highly recommended that you change your password to be the same password you use to log into the network. After the mail server changes on March 21, passwords that are changed on the Intranet will automatically change your email password to be the same whether you use Outlook or WebMail.

1. Log into the Intranet. Directions on how to log into the Intranet can be found at <http://www.bucks.edu/tlc/ltas.html>. Once the portal page opens click on the **To change your intranet password** link at the left side of the page.

The screenshot displays the Microsoft Office SharePoint Portal Server 2003 interface for the BCC Information Gateway. The top navigation bar includes 'My Bucks', 'Departments', 'Documents', and 'Forms and Information'. The main content area features a section titled 'BCC Intranet Sites and Workspaces' with a link to the Technology Learning Center (TLC). On the left side, there is a sidebar with 'Current Location' (My Bucks), 'Important Links' (www.bucks.edu, Directories, WebAdvisor, WebCT, WebMail), and 'Password Management' (Change Your Password). A red box highlights the 'Change Your Password' link, and an arrow points from this link to the 'BCC Intranet Sites and Workspaces' section.

2. After clicking on the link the **Change Password** page opens. Type in your old password in the **Old password:** text box. If this is the first time you are changing your password, the old password is your birth date in the mmddyy format.

Next, type in your new password in the **New password:** text box. Your password is to be between 6 and 9 characters containing both letters and numbers. Your password is case sensitive which means what you type in as your password **MUST** be entered the exact way each time you type the password.

Finally, retype the new password in the **Confirm new password:** text box. Once you have entered all of the information, click the **OK** button at the bottom of the page.

My Bucks
Change Password

Use this page to change your password.

Change Password
Type your current password, a new password, and then confirm it in the spaces provided.

User name:
ADMINBUCKS\settel


Old password:

New password:


Confirm new password:


3. After clicking the **OK** button the following message will appear. Click the **OK** button.

Microsoft Internet Explorer

 You may be prompted for your user name and password. Be sure to enter your new password.

4. After clicking the **OK** button the log in window appears. Enter your new password in the **Password:** text box. After entering the password, click the **OK** button. After clicking the **OK** button, you will be returned to the portal page.

Connect to fred.adminbuc...  



Connecting to fred.bucks.edu

User name:

Password:

Remember my password

5. After changing your password set up a trusted web site so that you would not need to log in each time you access the Intranet. If you need directions to set up a trusted web site see the LTA *Creating a Trusted Web Site* at <http://www.bucks.edu/tlc/ltas.html>. Trusted web sites can **only** be created in Internet Explorer.