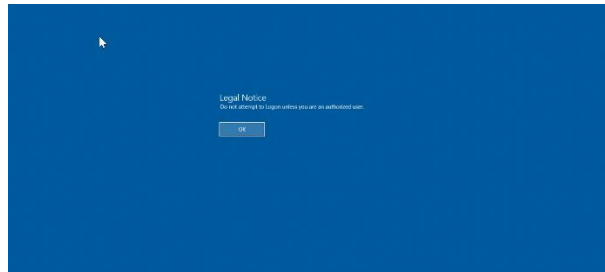


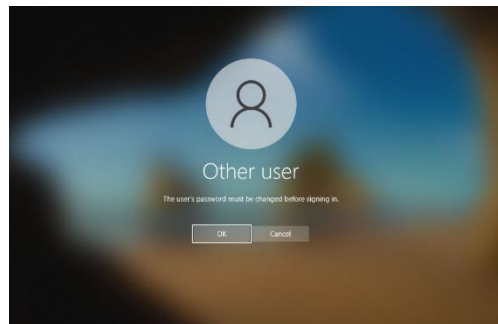
# Password Change Instructions

## Step 1: Changing your Windows/Email/Kronos Password

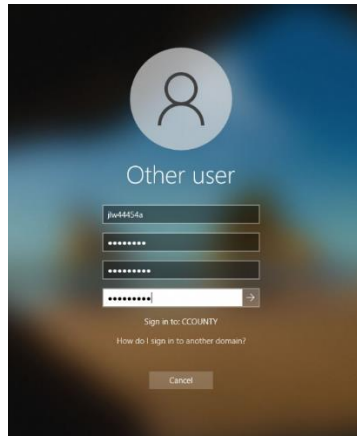
1. **Restart Your Computer:** If your computer is not showing the "Click OK to log on" message, restart it.



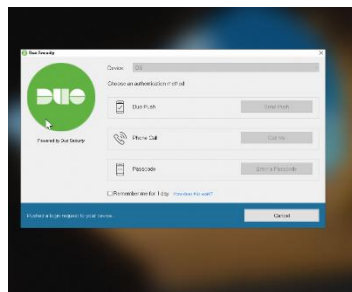
2. **Log In:**
  - Click **OK** on the security warning.
  - Enter your **Windows username** and your **current password**, then click **OK**.



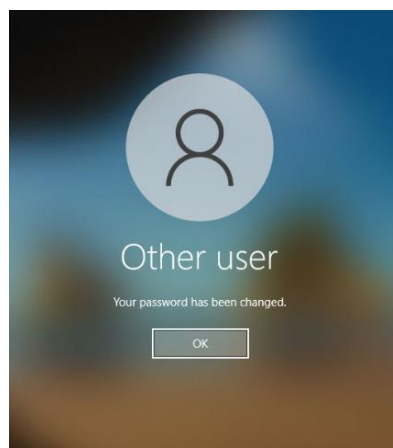
3. **Change Your Password:**
  - You will be prompted to create a new password.
  - Enter your new password in the "New password" field and confirm it in the "Confirm password" field.
  - **Important:** Your new password must:
    - Be at least 8 characters long.
    - Start with a letter.
  - Click the arrow next to "Confirm password" to proceed.



Complete Duo MFA by using a phone app or fob (business as usual)



Your password has now changed



**4. Proceed to JANO OA password change.**

---

## Step 2: Changing Your JANO OA Password

1. **Open JANO OA:**

- Enter your **User ID** and your **last JANO password** (**NOT the new Windows password you just created**).



2. **Change Your Password:**

- Click **Change password**.
- Enter your **old password** under "Current password."
- Enter the **new Windows password** you just created under "New password" and confirm it.
- Click **Submit** to complete.



---

**Step 3: Changing Your County400/NWSCC Password**

1. **Open County400/NWSCC (Green Screen):**



- If prompted, click **Yes** and enter your **last password** for County400/NWSCC.

If you see this screen, just click yes!



## 2. Change Your Password:

- Enter your **old password** in the "Old password" field.
- Enter the **new Windows password** you created earlier in the "New password" field and confirm

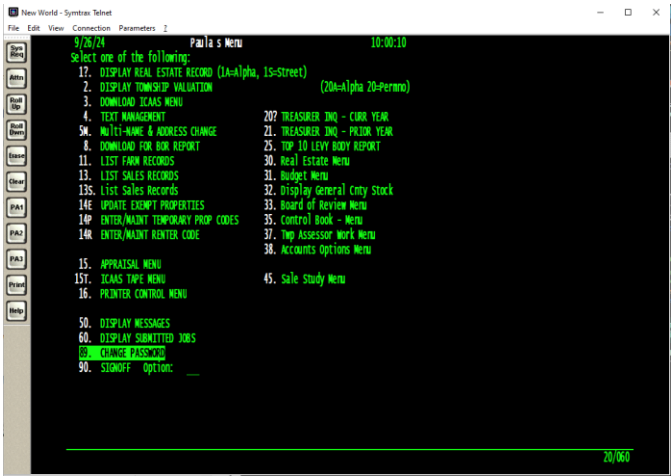


it.

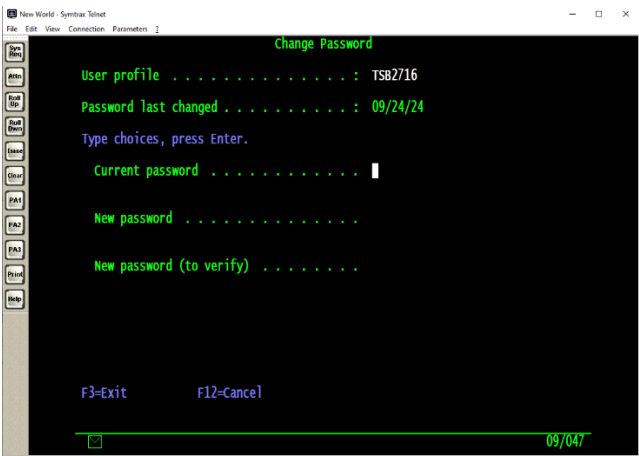
- Click **OK** to complete.



**For Current Users:** On the **main menu**, there is typically a menu option for changing your password, which is **Option 89** in most cases.



- After selecting the option from the menu to change the password, you will see a prompt to enter both your current and new passwords.
- Enter your **old password** in the "Old password" field.
- Enter your **new Windows password** in the "New password" field and confirm it.
- Use the **TAB** key to navigate between fields and press **Enter** when done.



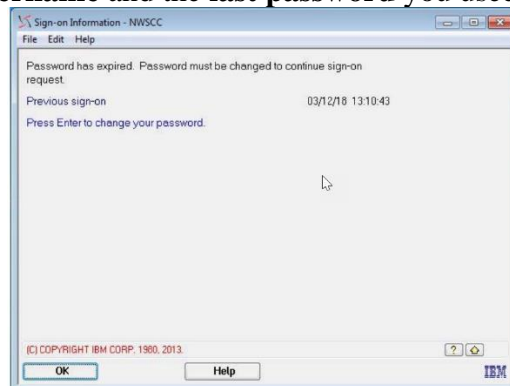
Complete.

---

## Step 4: Changing Your NWSGUI Password (Corrections Only)

### 1. Open NWSGUI:

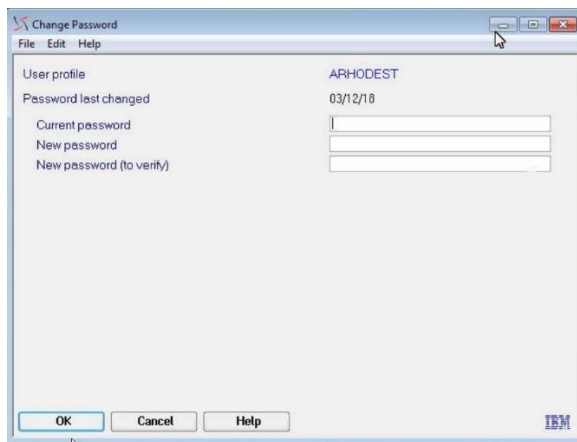
- Enter your **username** and the **last password** you used for NWSGUI.



2.

### 3. Change Your Password:

- Under "Current password," enter your last NWSGUI password.
- Enter the **new Windows password** in the "New password" field and confirm it.
- Click **OK** to complete.



---

## Final Step: Restart Your Computer

Once you have changed the passwords on all systems, **restart your computer** and log in using your **new Windows password**.

---

## Additional Information:

### Password Requirements:

- **Length:** Your new password must be at least **8 characters** long.
- **Start with a letter:** Ensure the first character is a letter (uppercase or lowercase).
- **Password Strength:** Consider using a combination of uppercase letters, lowercase letters, numbers, and symbols to increase password strength.

### Best Practices for Password Security:

1. **Avoid Using Personal Information:** Do not use easily guessable details such as your name, birth date, or phone number.
2. **Unique Passwords for Different Systems:** Use different passwords for each system to minimize the risk of a security breach.
3. **Change Passwords Regularly:** Consider changing your passwords every 60-90 days to enhance security.
4. **Use a Password Manager:** If remembering multiple passwords becomes difficult, consider using a password manager to store them securely.

### Troubleshooting Tips:

- **Forgot Your Password?**
  - If you forget any of your passwords during the process, contact your system administrator or IT support to reset it.
- **Password Doesn't Meet Requirements?**
  - Ensure your password is at least 8 characters long and begins with a letter. Use a mix of characters for stronger security.
- **Login Issues After Password Change?**
  - Make sure you restart your computer after changing your passwords across all systems.
  - Clear any stored credentials in your password manager or browser to avoid login conflicts.

---

## Need Help?

If you encounter any issues during the password-changing process or need further assistance, please contact your IT department or technical support. They can guide you through the process or troubleshoot specific problems you may experience.

## Frequently Asked Questions (FAQ)

### Q1: What should I do if I can't remember my current password?

- If you've forgotten your current password, contact your IT department or system administrator to reset it. They may provide temporary credentials or guide you through the recovery process.

### Q2: Why do I need to change my password in multiple systems?

- Each system (Windows, JANO OA, County400/NWSCC, NWSGUI) requires a separate password change to ensure security across different platforms. Your Windows password change doesn't automatically update the other systems, so each must be done manually.

### Q3: How do I know if my password change was successful?

- You will receive a confirmation screen or message after successfully changing your password in each system. Be sure to follow the prompts carefully and, once completed, restart your computer to ensure the changes take effect.

### Q4: Can I use the same password for multiple systems?

- Yes, for convenience, you can use the same password across the systems mentioned. However, it's good practice to use unique passwords for critical systems to enhance security.

### Q5: What should I do if the system doesn't accept my new password?

- Double-check that your password meets the requirements (at least 8 characters, starts with a letter, etc.).
- If it still doesn't work, try restarting the system and attempting the change again.
- If issues persist, contact your IT department for support.

---

## Contact Information for IT Support:

If you encounter issues at any point during the password-changing process, here are some ways to reach technical support:

- **Support Ticket:** Log a ticket through the support portal.
-



## Final Tips for Keeping Your Password Secure:

1. **Never share your password:** Avoid giving your password to anyone, even trusted colleagues. If they need access to your account, consider contacting IT to get help setting up proper permissions.
  2. **We have enabled multi-factor authentication (MFA) called Duo:** This requires you to verify your identity using a second factor, such as a mobile device or email confirmation the Duo key fob.
  3. **Monitor your account activity:** Periodically check for unusual or unauthorized activity. If you notice something suspicious, report it immediately to the IT department.
- 

## Conclusion:

By following these instructions, you'll be able to securely update your passwords across all relevant systems. Ensuring your accounts are protected by strong, unique passwords will help keep your data and information safe. If at any point you're unsure or encounter issues, don't hesitate to reach out to IT support for guidance.

**Remember:** Security starts with you, and keeping your passwords up to date is a critical step in protecting your digital identity.

Here's the rewritten version of your document, with the addition for current users needing to change their password:

---

## Step-by-Step Password Changing Instructions

---

### For Current Users Needing to Change Their Password:

If you are already an active user on the systems, follow these instructions to update your password.

---

### Step 1: Changing Your Windows/Email/Kronos Password

1. **Restart Your Computer:**  
If your computer is not showing the "Click OK to log on" message, restart it.
2. **Log In:**
  - Click **OK** on the security warning.
  - Enter your **Windows username** and your **current password**, then click **OK**.

3. **Change Your Password:**
    - You will be prompted to create a new password.
    - Enter your new password in the "New password" field and confirm it in the "Confirm password" field.
    - **Important:** Your new password must:
      - Be at least **8 characters long**.
      - **Start with a letter**.
    - Click the arrow next to "Confirm password" to proceed.
  4. **Proceed to JANO OA password change.**
- 

## Step 2: Changing Your JANO OA Password

1. **Open JANO OA:**
    - Enter your **User ID** and your **last JANO password** (NOT the new Windows password you just created).
  2. **Change Your Password:**
    - Click **Change password**.
    - Enter your **old password** under "Current password."
    - Enter the **new Windows password** you just created under "New password" and confirm it.
    - Click **Submit** to complete.
- 

## Step 3: Changing Your County400/NWSCC Password

1. **Open County400/NWSCC (Green Screen):**
  - If prompted, click **Yes** and enter the **last password** you used for County400/NWSCC.
2. **Change Your Password:**
  - **For Current Users:** On the **main menu**, there is typically a menu option for changing your password, which is **Option 89** in most cases.
  - **JANO Note:** JANO does not include a password change option in their menus. For whatever reason, this feature is missing. However, the County400/New World system does have this option.
  - If you are able to access the **attention key menu** (which may be limited from the JANO web interface), it includes **Option 5** for "Change your password."
3. **Password Change Process:**
  - After selecting the option from the menu to change the password, you will see a prompt to enter both your current and new passwords.
  - Enter your **old password** in the "Old password" field.
  - Enter your **new Windows password** in the "New password" field and confirm it.
  - Use the **TAB** key to navigate between fields and press **Enter** when done.
4. **Click OK** to complete.

### Step 3: Changing Your County400/NWSCC Password

1. **Open County400/NWSCC (Green Screen):**
  - If prompted, click **Yes** and enter the **last password** you used for County400/NWSCC.
2. **Change Your Password:**
  - On the **main menu**, there should be a menu option for changing your password. In most cases, this is **Option 89**.
  - **Note:** JANO does not include a change password option in its menus, so you will not find this option there.
  - Once prompted to change the password, follow the instructions in the document:
    - Enter your **old password** in the "Old password" field.
    - Enter your **new Windows password** in the "New password" field and confirm it.
    - **TAB** between fields and hit **Enter** when done.
3. **Additional Information:**
  - The **attention key menu**, if accessible, includes **Option 5** for "Change your password." However, this option may not be available via the JANO web interface.
  - After selecting the option from the main menu to change the password, you will see a prompt to enter both your current and new passwords. Follow the same steps to enter and confirm your new password, then **TAB** between fields and press **Enter**.
4. **Click OK** to complete.

County400/NWS there should be a menu option on the main menu to change password, I believe it is option 89 in most cases., as mentioned, Jano has not included a change password option in their menus for whatever reason. Once prompted to change password, the instructions included do apply. The following screen shot is from the county/new world system.

The attention key menu, if the attention key were an option does include option 5 for Change your password, but I'm not sure if accessing the attention key menu is possible from the Jano web interface

After selecting the option on their main menu to change password, they get the following prompt screen to enter both their current and new passwords. They would put in the required/desired passwords then <TAB> between fields and hit enter when done.