

Chapter 30

Change Your NT Login ID Password

30-1. General.

a. Every now and then you will be prompted to change your password. What an inconvenience! Just when you have them committed to memory, you are asked to change it. This is not someone wanting to mess with you, but a regulatory requirement to change it every 180 days. This process will not change your ISP or PKI password, but will change the password you will use to login to your laptop, ARISS-RWS Leads-Reports application, the TOS, and your e-mail.

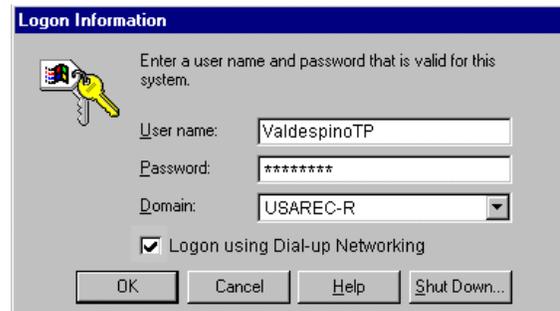
✓ This process is for recruiters and SCs that use dial-up to access the TOS, e-mail, and replicate with the ARISS-RWS Leads-Reports application.

b. There are three steps to establishing the connectivity and replicating. They are:

- (1) Connecting to the network.
- (2) Changing your password.
- (3) Verifying your new password.

30-2. Connect to the network.

a. Before you start, you will need to connect a telephone line to your modem. Once this is done, reboot your laptop and get to the initial login screen. You will need to enter your **User name** and **Password**. Ensure the **Domain** window is showing **USAREC-R**. Click on the box next to **Logon using Dial-up Networking**. Now click **OK**.



b. The **Dial-Up Networking** screen will appear. From the **Phonebook entry to dial**, click on the drop-down arrow and select **UAN**.

✓ Do not use your ISP account to change your password. You must connect through the UAN.

c. The telephone number should be the one shown in the example. If you need to dial a number to get an outside line (7, 9, etc.), click in front of the telephone number and add it, followed by a comma. Click the **Dial** button.

d. The **Connect to (UAN)** screen will appear. You will need to enter your NT login information to connect. There are a few changes on this screen that you need to be aware of. Start by entering **\\usarec-r\nt login id**. Do not use the **User name** that is already there. In the **Password** box, enter your current NT login ID password. As you enter your password, asterisks will appear. Under **Domain**, make sure this box is blank. Once you connect to the UAN, the screen looks like our example, click **OK**.



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✓ Notice that you can no longer save your password for later use.

e. A small box will appear showing that you are connecting to the UAN and then it will show that it is trying to verify your user name and password. You are now connecting to your ISP. If you entered your information correctly, the system then registers your computer on the network and you will get a message stating that you are connected.

f. If you get an error message, try to resolve by doing the following:

⊗ Error 5: Make sure the user name and password is entered correctly and remember that it is case sensitive. Make sure you have nothing entered in the domain field. If you continue to get this error your account may be locked. Contact your Rctg Bn IMS or the SOC for further assistance.

⊗ Error 633: This usually means that you didn't hang up the previous connection. Right mouse click on the telephone icon and select hang up.

⊗ Error 678 or 692: Make sure the user has the correct telephone number to dial the UAN.

⊗ Error 718: Make sure the domain field is blank. If there is anything in the domain field the connection will not be made.

⊗ Error 734: Right mouse click on the telephone icon and select Edit Entry and Modem Settings. Next select the Security Tab and on the tab, have them select Accept Any Authentication Including Clear Text and hit OK to save changes.

g. Once the UAN connects it will say Logon in progress and when finished, will bring you to your desktop. The Asset Management Agent program may run the first time you dial-in. It does this each time you restart your computer. It will check your hard drive to ensure all required programs and files are installed. It will also check for and report any unauthorized programs that you have installed to your system administrator. There is no problem with using your laptop while Asset Management is running; however, using applications that require the network (i.e., replication, e-mail, or Internet), may cause these applications to run slower due to the amount of resources being used by AMO. Normally, AMO will take around 4 minutes to run and should be allowed to complete its operation prior to using other applications that would use the network.



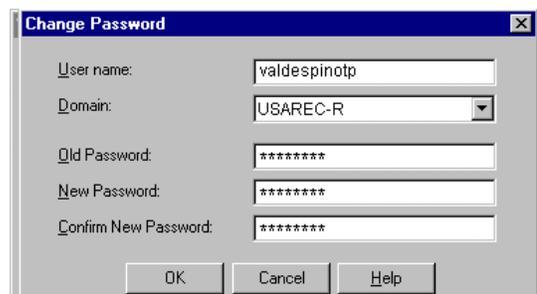
30-3. Change your password.

a. When this is done hold down the **Ctrl**, **Alt**, and **Delete** keys at the same time. This will bring up the **Windows NT Security** screen. Click on the **Change Password** button.



b. The **Change Password** screen will appear with your **User name** and **Domain** already filled in. All you need to do is complete the next three fields. Enter the **password** that you used to access your laptop and connect to the UAN in the **Old Password** field. Hit the **Tab**

key and now enter your new **password** in the **New Password** field. Hit the **Tab** key again and reenter that same password in the **Confirm New Password** field. Once you have finished, click on **OK**.



✓ The new password must be eight or more characters long and out of these eight characters, two must be numbers. Remember that your password is case sensitive so check to see if the **Caps Lock** key is on or off.

✓ The system will remember your last five passwords, so you must use something new.

c. A message will appear saying your password has been changed. Select **OK**. All you need to do now is click **Cancel** on the **Windows NT Security** screen and then hang up your UAN connection.



Hang up and then click on **UAN**. You will see another screen prompting you to confirm, click on **Yes**.

d. To hang up your UAN connection, find the telephone icon on your system tray. Right mouse click on the icon. Move your cursor to



✓ If you get an error then please read it carefully, you may have simply tried to use a password that you have already used in the past. If so, then just try it again with a different password. If you are still receiving an error message, contact your Rctg Bn IMS for further assistance.

30-4. Verify your new password. To verify that you were successful, reboot your laptop and log back in. You should have no problems. Once you are at your desktop, click on the **ARISS-RWS Leads-Reports** icon and login to the application. If your were successful, the application will open.