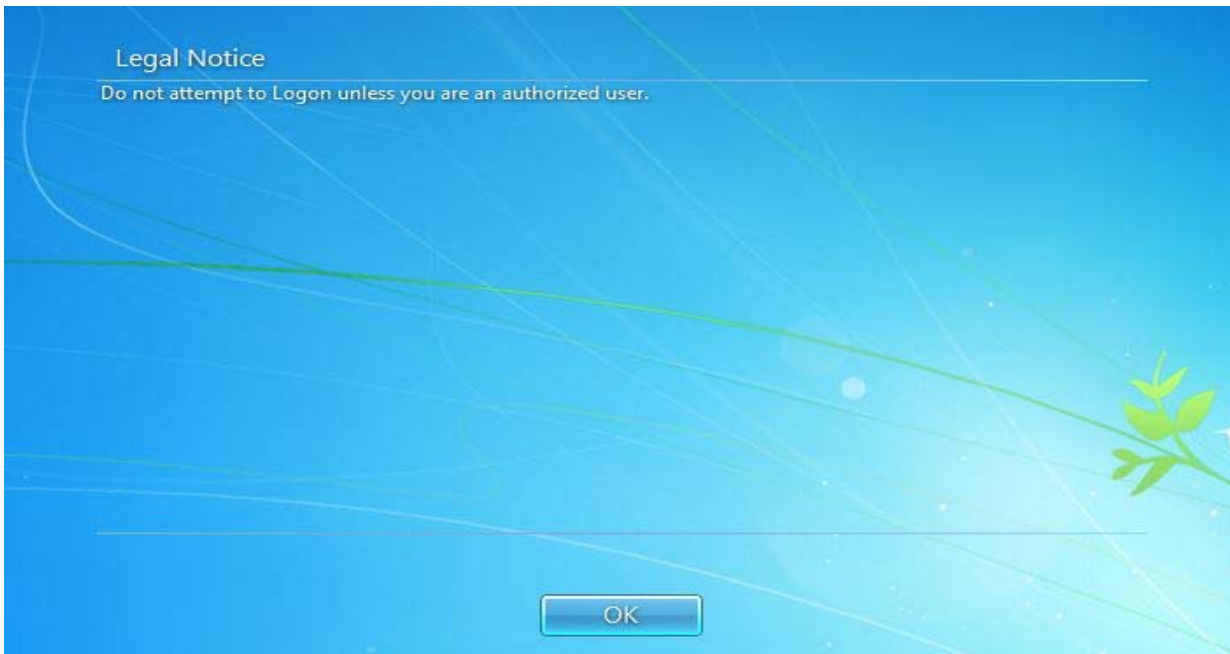
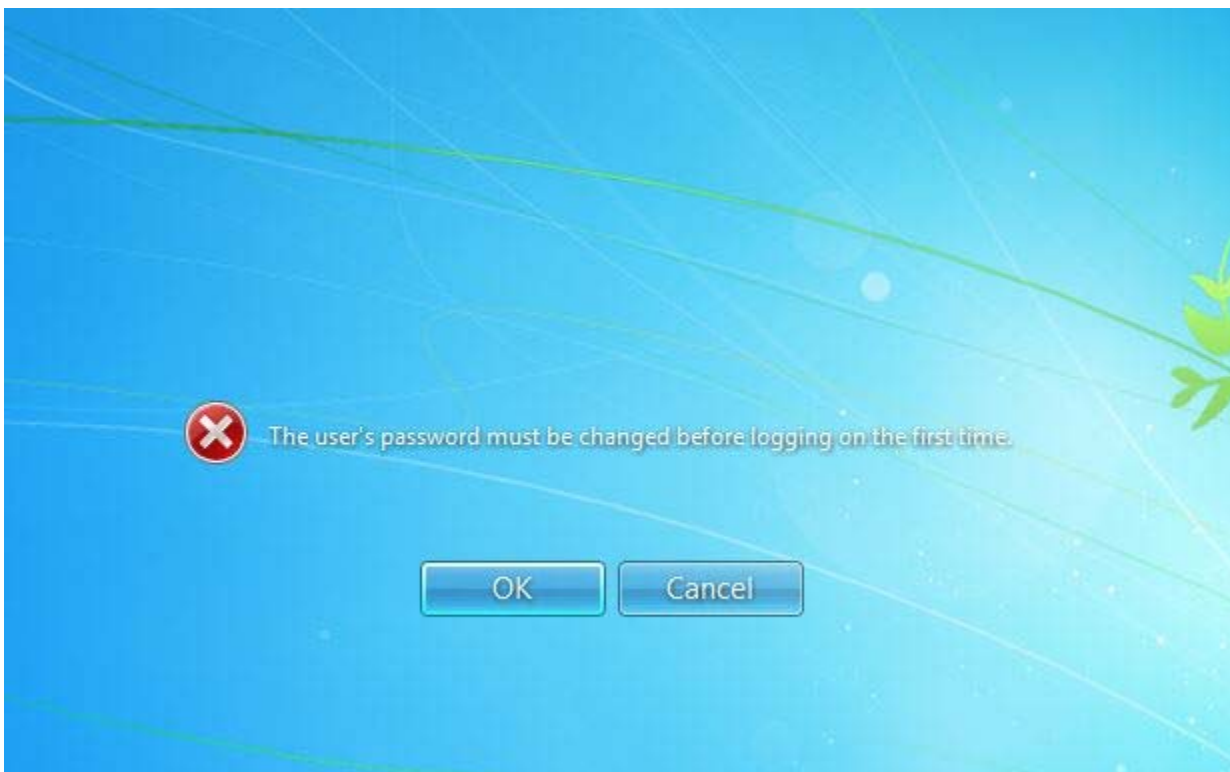


WINDOWS/EMAIL/KRONOS

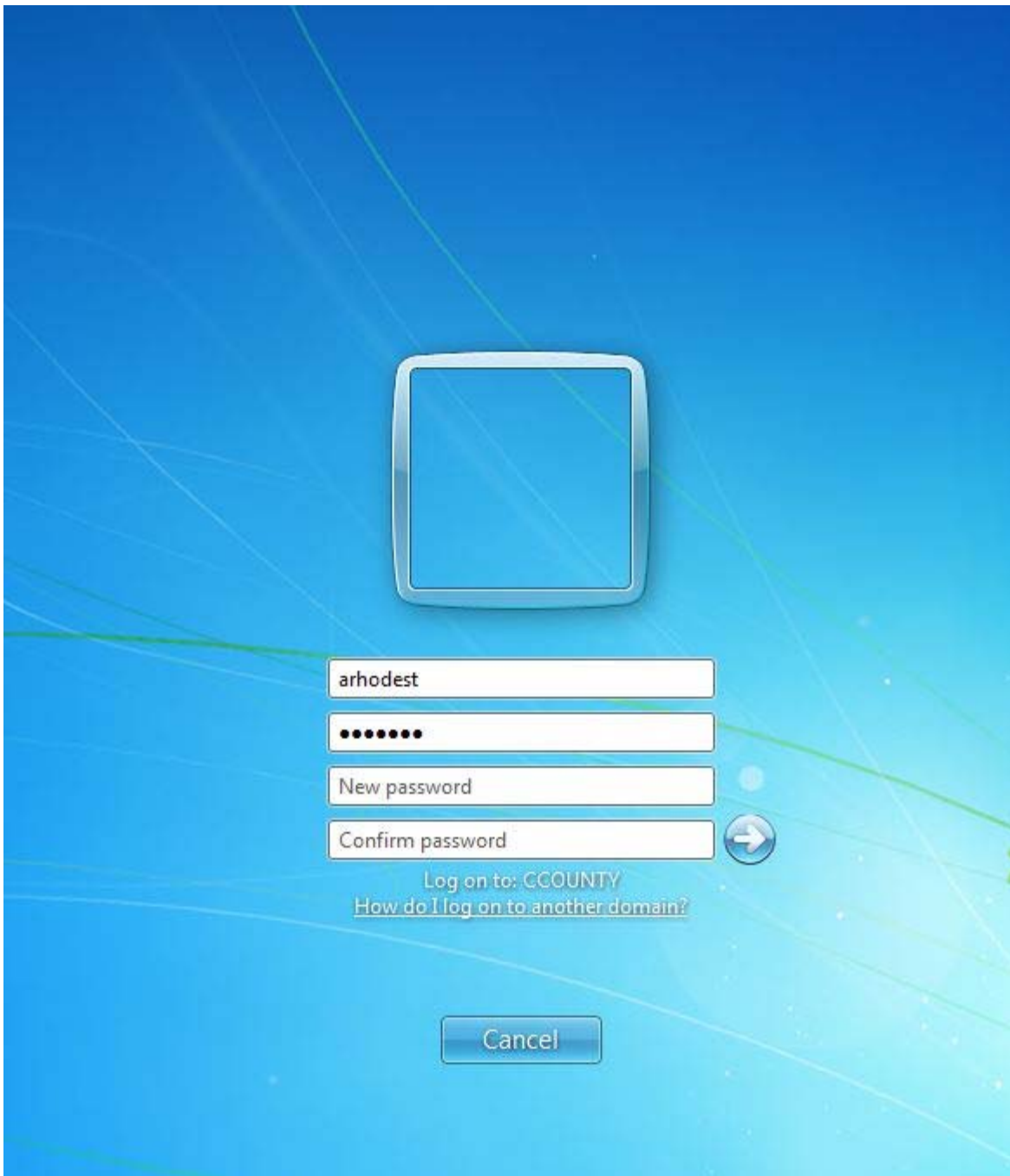
- 1) If your computer is not at the "Click ok to logon" security warning reboot your computer.



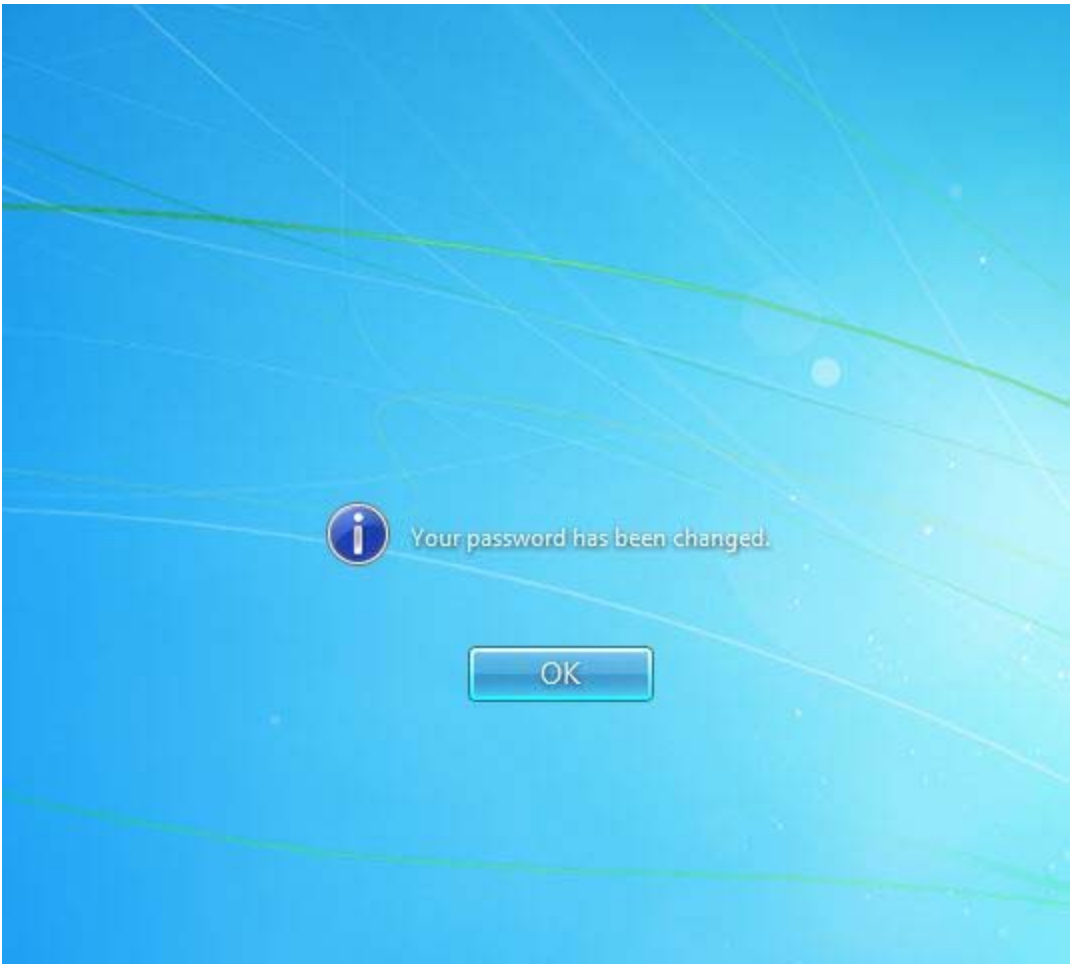
- 2) Click ok. Enter your Windows user name and the password you last used to access your computer. Click ok. You should now see the screen below:



- 3) Click ok and you should see the screen below:



- 4) Enter your new password where it says “new password” and then tab down and type it in again where it says “confirm password.” **YOUR NEW PASSWORD HAS TO BE AT LEAST 8 CHARACTERS LONG AND SHOULD START WITH A LETTER.** After you enter and confirm you new password click the arrow next to confirm password and you should see the screen below:



5) Click ok and proceed to JANO OA password change.

JANO OA

- 1) Open JANO OA. Enter your User ID and the password you last used to access JANO (**NOT THE WINDOWS PASSWORD YOU JUST CREATED**) You should see the screen below:



- 2) Click Change password, you should see the screen below:

A "Change Password" dialog box with a blue header bar. The user name is displayed as "User: ARHODEST". Below this are three input fields: "Current Password:", "New Password:", and "Repeat New Password:". At the bottom, there are two buttons: "Submit" and "Exit".

- 3) Enter your old password under current password, then tab to New Password and type in the Windows password that you just created. Tab to repeat new password and do it again. Then click submit.

COUNTY400/NWSCC

- 1) Open County400/NWSCC (green screen). The first screen you see may look like this:



If it does, click Yes and enter the last password you used on County400/NWSCC. You should then see this screen:



- 2) Click yes and you should see this screen:



Enter your old password in the old password line, tab to new password and enter the Windows password you created earlier. Tab to the Confirm line and re-enter it. Click ok and you should see this screen:

Change System i Password



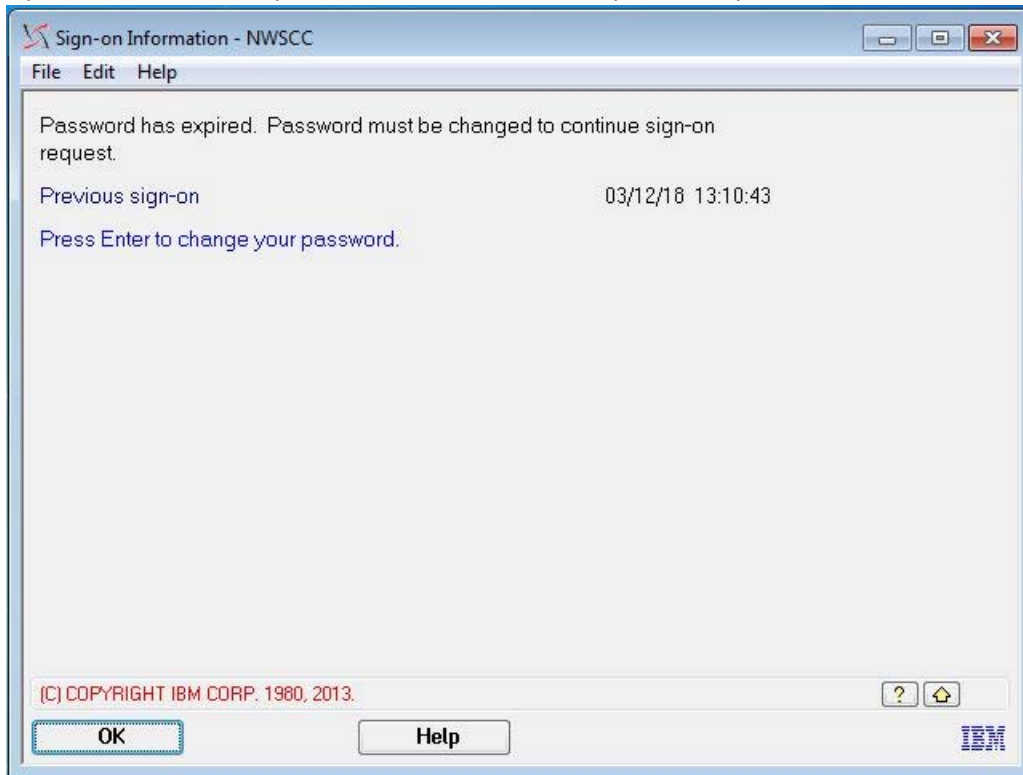
Password for user ARHODEST on system COUNTY400 has been successfully changed

OK

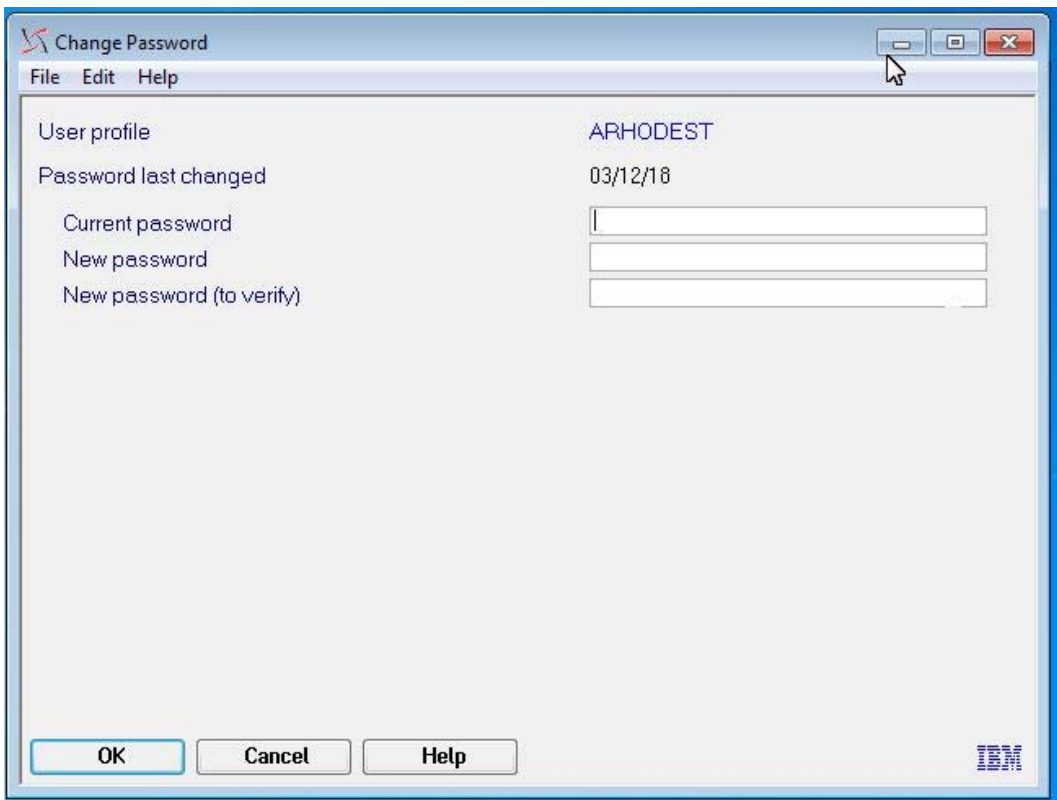
NWSGUI

(Corrections only)

- 1) Open NWSGUI. Enter your user name and the last password you used on NWSGUI. You should see this screen:



- 2) Click ok and you should see this screen:



- 3) Under Current password enter your last good NwSGUI password, tab to new password and enter the Windows password you created above. Tab to the second new password line and retype it. Click ok.

**ONCE YOU HAVE CHANGED
PASSWORDS ON ALL SYSTEMS
PLEASE RESTART YOUR COMPUTER
AND LOG IN WITH YOUR NEW
PASSWORD.**