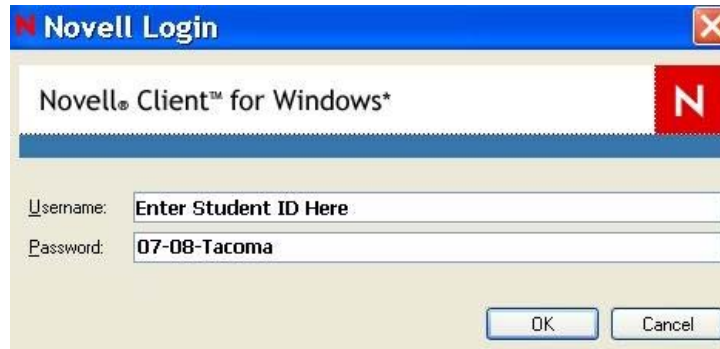


Student Locker Login/Password Procedures

Students are automatically entered into our Novell Network by ESIS enrollment which will create a default student id and password. Students will see the following login screen. They should enter their student id and the default password shown and press enter. 07-08-Tacoma is the default password for the start of the school year.



After initial login, the student will be prompted to change their default password.

PASSWORDS MUST CONTAIN THE FOLLOWING: A Capital letter, a lower case letter, a number and a special character. THE PASSWORD MUST BE 7-15 CHARACTERS. For example: Buffy-1, Tacoma-1. Passwords will expire every 90 days and Students will be required to change their password. Buffy-2 could be used at expiration. The system will remember the last 9 passwords.

All Teachers should use the following Utility to change a forgotten student password:

Please click on your Zenworks Applications folder on your desktop then TPS and then on the jrb Student Locker icon to bring up the password change screen. *(If you don't see the jrb icon, please call x2378 to be added to the list.)*

