

Novell Account Security and Current Password Policy: What are Grace Logins? How do they affect me?

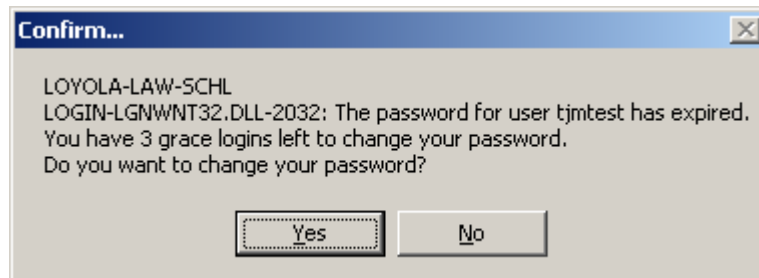
TJM_REV_1_09192003

The current policy for Novell accounts and passwords is to ensure a high level of security for the account by enforcing, in most cases, an account password change every 6 months.

Password lengths should be a minimum of eight (8) characters and in a majority of cases the passwords must be unique, meaning that each time a password change is enforced by the system, the new password must be different from any previously used.

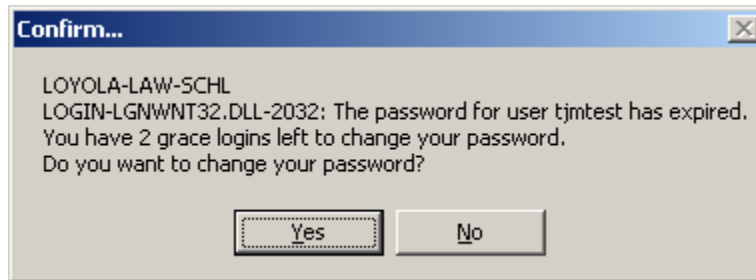
In order to allow users some time in which to change passwords, *grace logins*, typically three (3), are used as part of the procedure. The order in which things happen is as follows:

1. Each user account is created with a password expiration date which identifies to the Novell system that on a specific date, a password change should be enforced.
2. When a user logs in after the date at which password expiration is reached by the system, the user will observe the following message box during the login process (for username tjmtest, in this example) :

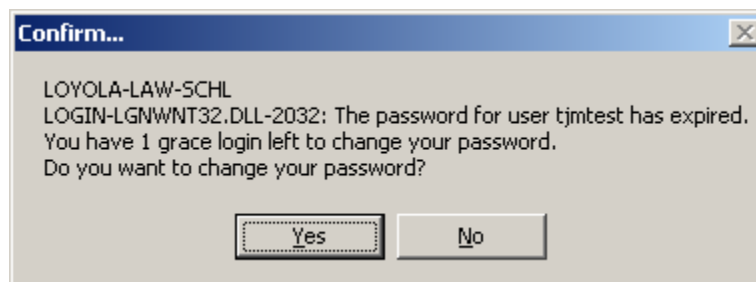


3. At this point, the user can either select "Yes" or "No".
4. If "**No**" is selected, the user will be able to login, but the grace login count will be reduced to two (2) and then one (1) on subsequent logins each time "**No**" is selected. Once all grace logins are used without the accounts' password being changed, the system will eventually disable access for that Novell account :

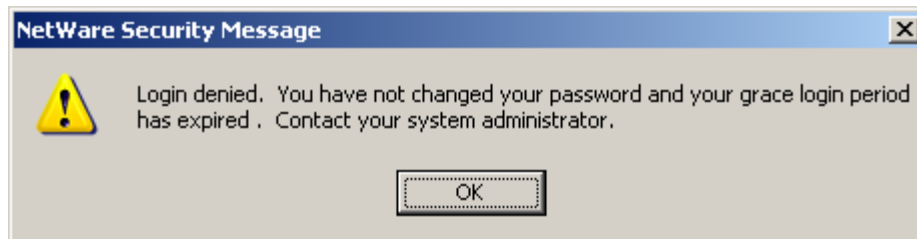
Next Novell login:



Subsequent Novell login:



Final login with no password change being made:

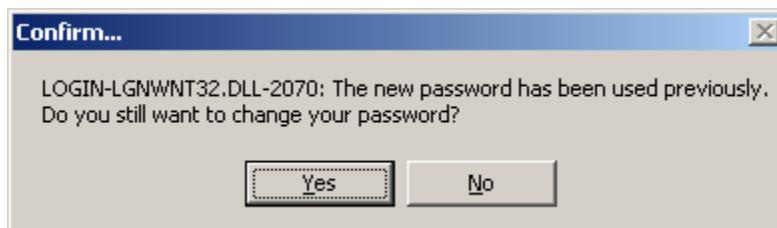


At this point, with “**No**” selected at each login, the Novell account is locked out and requires a call to the ITD Helpdesk. ***Please attempt to change an account password prior to reaching this point to ensure uninterrupted access to Novell network resources.***

5. If “**Yes**” is selected upon receiving the first warning message (step 2) or when the “2 grace logins left” or “1 grace login left” messages are indicated, then a “Change Password” box similar to the following will appear:



6. Enter the new password for the account, remembering that it must be at least eight (8) characters long and not something that has previously been used.
7. If the password change is successful, the login process will complete as normal and no further grace login messages will appear with future logins until the next expiration date, which automatically updates behind the scenes by 6 months.
8. If the password chosen is one that has already been used, a warning message similar to the following will be observed:



9. At this point, select "Yes" which returns the "Change Password" window (step 5). Select a unique (different) password from any used previously. At this point, as in step (7), the login process will complete as normal and no further grace login messages will appear with future logins until the next expiration date.

NOTE: any Novell account password may be changed by an individual user at any time if that user\account owner feels the password has been compromised. Forgotten passwords require ITD Helpdesk and Administrator assistance.