

Lotus Notes

Changing Password

These instructions are for changing your Lotus Notes password.

Logging In

1. Using Internet Explorer, type <http://webmail.wcpss.net/>

- OR -

via the **Intranet > E-mail**

2. Enter your **Username** and **Password** and click **Sign in**.



3. Click **Preferences** located in the upper right portion of your taskbar.



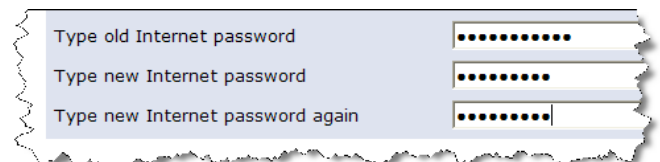
4. Click **Security**.



5. Under Change Internet Password, click **Change**.



6. Type your **old Lotus Notes password**, your **new Lotus Notes password** and **re-enter your new password** to confirm.



Password Rules:

- Passwords must be a minimum of 8 characters in length.
- Passwords must contain a mixture of characters and numbers.
- Passwords expire after 180 days.

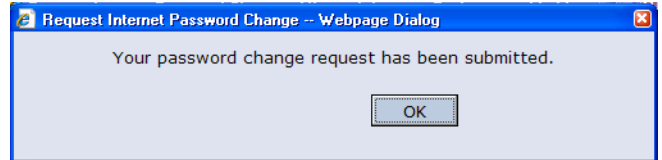
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7. Click  .

IMPORTANT NOTE: You must wait for your old password to stop working before using your new password. (Approximate time is 15 minutes.)

8. Click **OK**.



9. Click  to close the preferences dialog box and continue working in Lotus Notes.