

As a security measure, we ask that you change your Internet password in Lotus Notes.

Note: A recommendation for passwords would be to use a mixture of uppercase and lowercase letters along with some numbers.

Please select one of the following ways to change your password.

On-Campus Users - Please use the following instructions to set or change your Internet password in Lotus Notes.

1. Open Lotus Notes.
2. If you are using the NTC Welcome Page in Lotus Notes, the NTC Address Book is the Directory listing at the bottom of the page.
3. Find your name in the list and click once to select it.
4. Click the Edit Person button.
5. On the Basics tab enter your Internet password in the Internet password field. Note: If there is a combination of letters and numbers in that field already, delete them and enter your own password.
6. Select Save and Close to save the document.

Note: The ONLY time you will use this Internet password is when you are trying to access an NTC web site from the Internet/Intranet, check your e-mail via the Internet, or logging into Sametime.

Note: The password is case sensitive and will never expire; however, once you save and close, Lotus Notes will scramble your password; if you forget it, follow the procedure here to enter a new password.

Adjunct Instructors/iNotes Users - For those individuals accessing their Lotus Notes via the Internet, please use the following instructions to change your password. **Note:** To change it via the Internet, you must have the iNotes template.

1. Log in to your e-mail.
2. Click the Preferences option in the upper right-hand corner of the screen.
3. Click the Security option in the left column.
4. Click the Change . . . button is underneath the Change Internet Password.
5. Change your password and click the OK button.

If you need assistance, please contact the NTC Help Desk at extension 1160, or 715-803-1160, or via our help desk website <http://myhelpdesk.ntc.edu>.

Thank you!