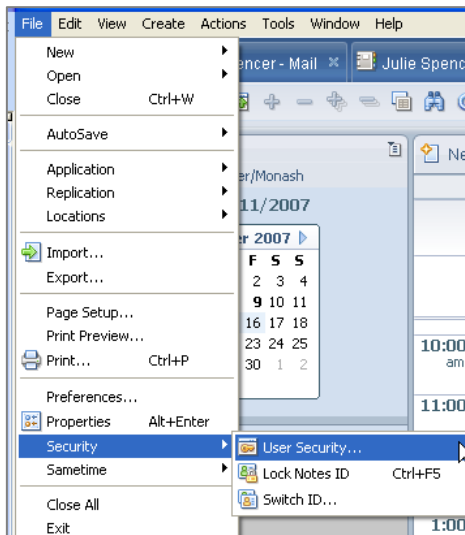


Passwords help keep accounts and services secure. Notes uses two passwords: one for the workstation client and one for the Notes web client (DWA – Domino Web Access). Each password is stored separately and they are not synchronized. Therefore changing your Notes workstation client password will not change your Notes web client password.

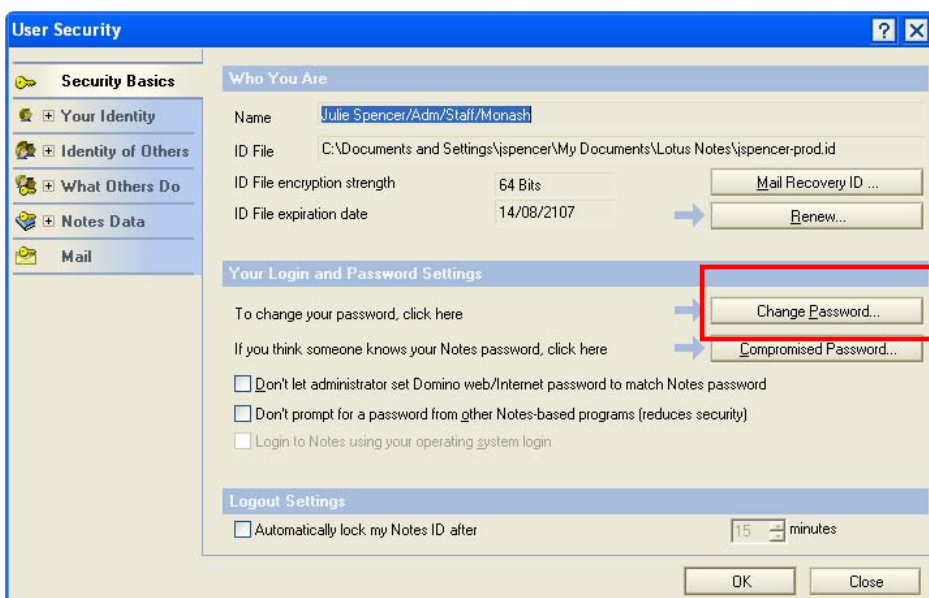
Changing your workstation client password

1. Select **File** menu > **Security** > **User Security**.

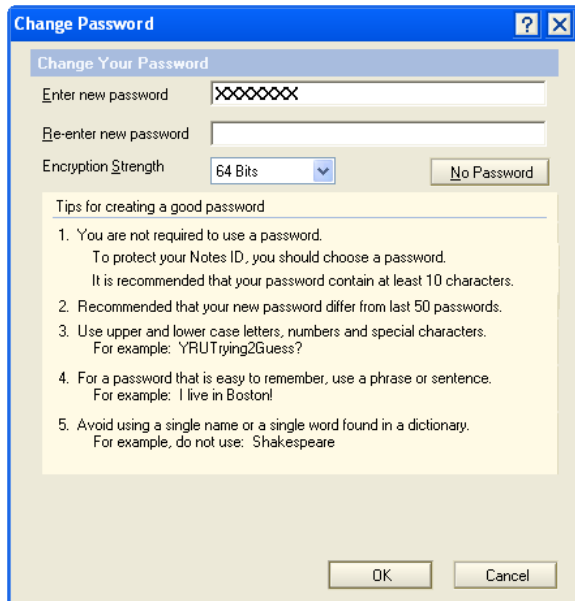


2. Enter your password for authorisation if prompted, Click **OK**.

- The User security window will display.



3. Click the **Change Password** button. Enter your password if prompted.



4. Enter your new password and confirm by re-entering in the **Re-enter new password** text box.
5. Click **OK** to save the change.

I have forgotten my Notes workstation client password

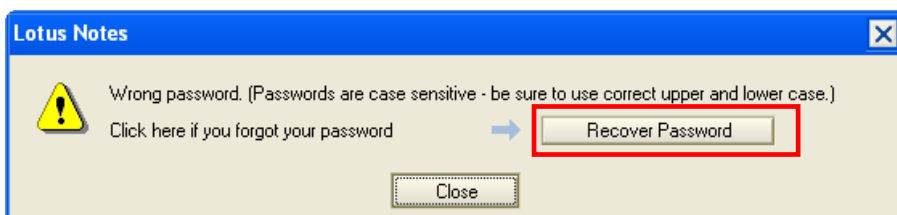
If you have forgotten your Notes password, it will need to be reset. The reset process requires a recovery password which can only be obtained from the ITS Identity and Messaging team.

To reset your password

1. Log a Heat job and request a recovery password for your user id. The recovery password will be provided verbally to you so keep a record of your Heat job number as this may be requested as part of the verification process.

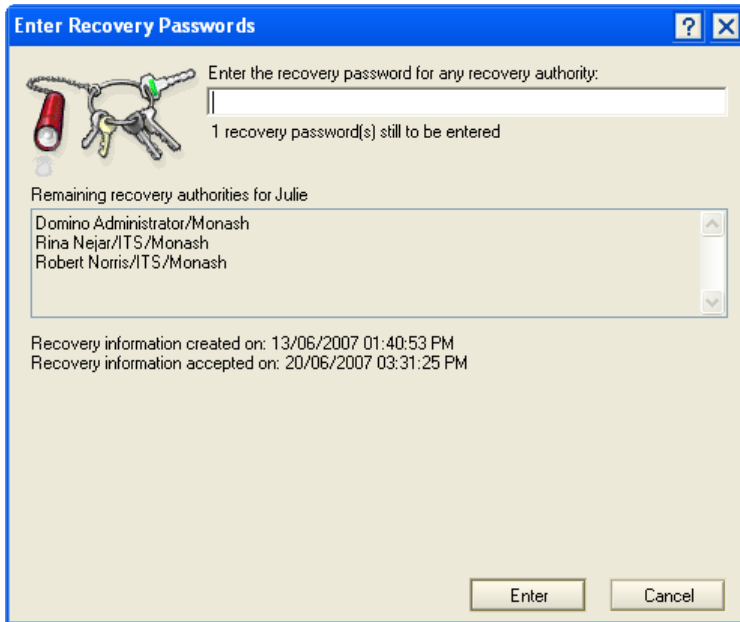
Once you have your recovery password

2. Start your Notes client.
3. At the password prompt, leave the password field empty and select **Enter**.
4. Select the **Recover Password** button.



5. Select the ID file for the user whose password needs to be reset. The file is usually called user.id and may be located in the \IBM\Lotus\Notes\Data folder within Program Files or under the windows profile within Documents and Settings.

6. Enter the recovery password in the **Entry Recovery Passwords** window. Click **Enter**.



7. When prompted, type your new Notes password. This will update your Notes ID file.

Tip: If you have more than one copy of Notes ID file, you should replace the others with a copy of the updated ID file.

Notes web client password

Your initial Notes web client password will be your authcate password. To change the password you will need to change your authcate password. To change the password go to <https://madmin.monash.edu.au/cgi-bin/changepwdreal>.

Note: Your Notes and web client passwords are not synced. Changing your Notes client password will not change your web client password and vice versa.
