## Procedure for Retrieving or Changing Password

On the WEAVEonline login page there are three options for changing your password or retrieving a forgotten password. These options appear at the bottom of the screen under the "Login" button.

**<u>Reset Password</u>** If you choose this option, a temporary password will be automatically sent to your Groupwise account by an administrator at WEAVEonline (not local). This is an automated response so you should receive the password within 2-3 minutes. When you login with your temporary password you will be prompted to change to a permanent password.

<u>Change Password</u> This option will allow you to change to a different WEAVEonline password.

**<u>Password Trouble?</u>** This option will provide a direct email link with your local WEAVEonline administrator. Use this option if you are unsuccessful with either of the first two options, or if you have forgotten your WEAVEonline ID.

**REMEMBER!** Your WEAVEonline ID is the same as your Groupwise account name (before the "@" symbol).