

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.

Reset Password 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.

Change Password This option will allow you to change to a different WEAVEonline password.

Password Trouble? 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).