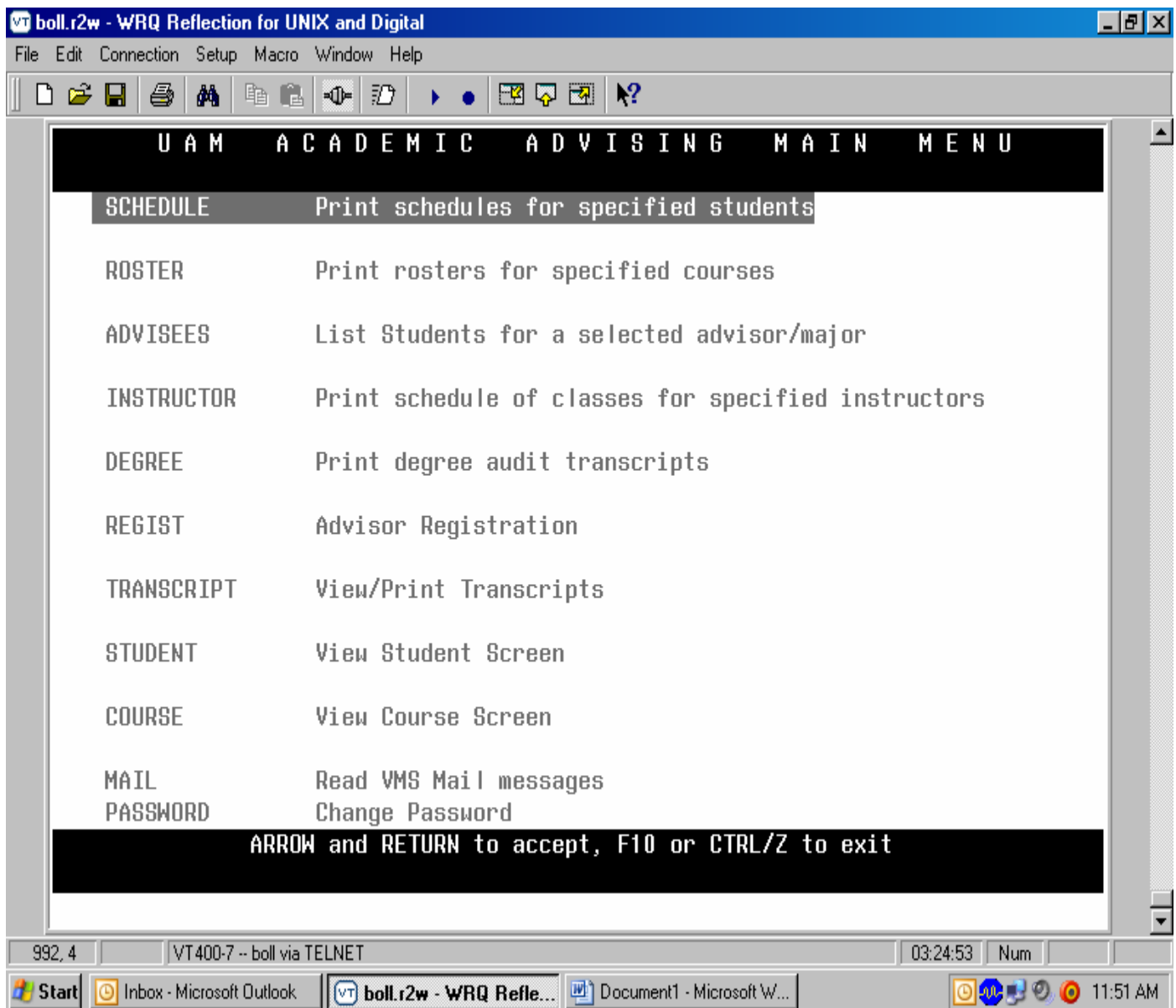


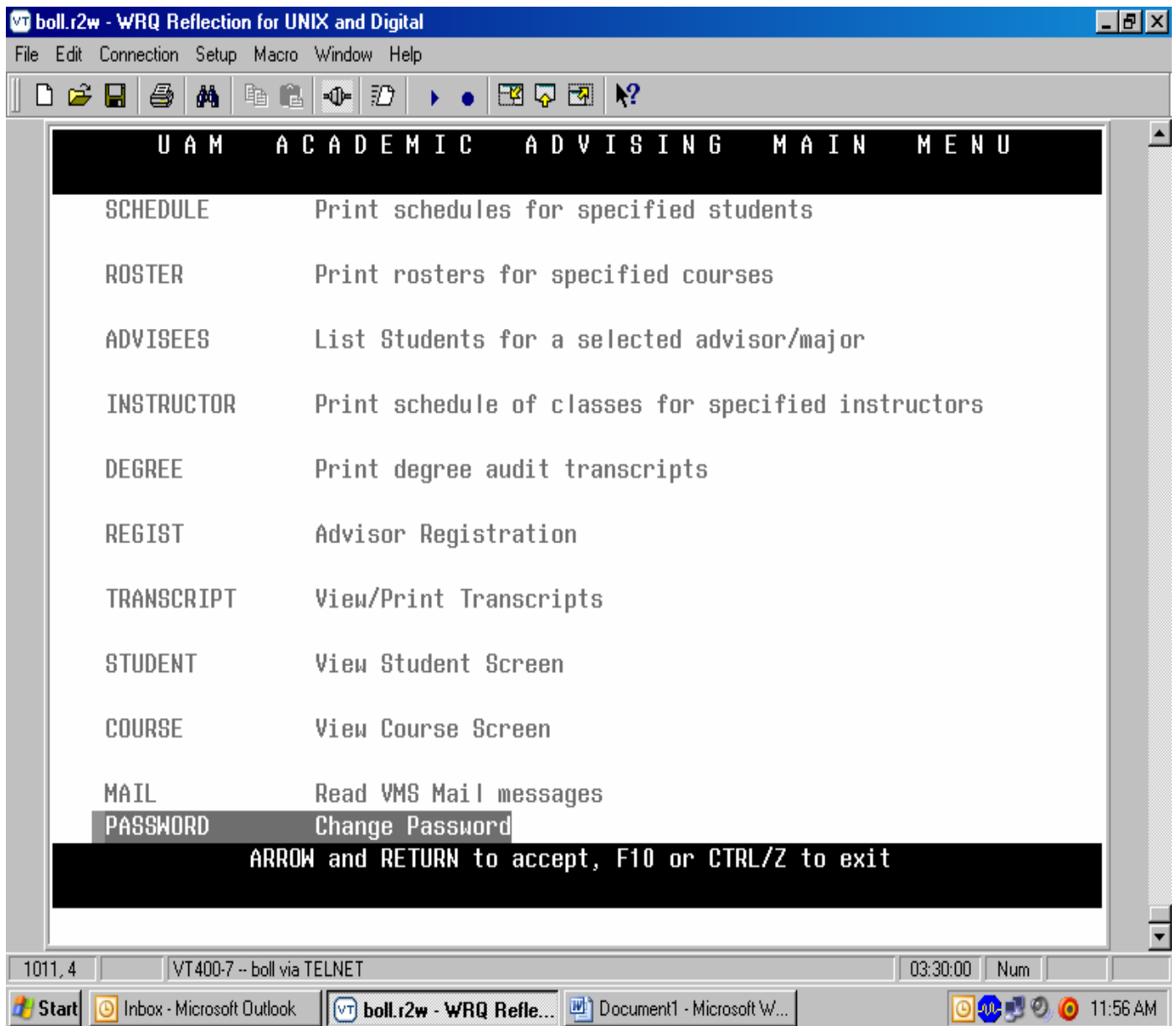
How to change your password on the Poise/BOLL/Academic System using Reflection



Log on to your *FAC_LASTNAME* account (Poise/BOLL Academic System). The above menu screen will appear.

Please note: The screen is similar as displayed for most, although some may have additional menu choices or fewer menu choices, but everyone will have the **PASSWORD** menu option.

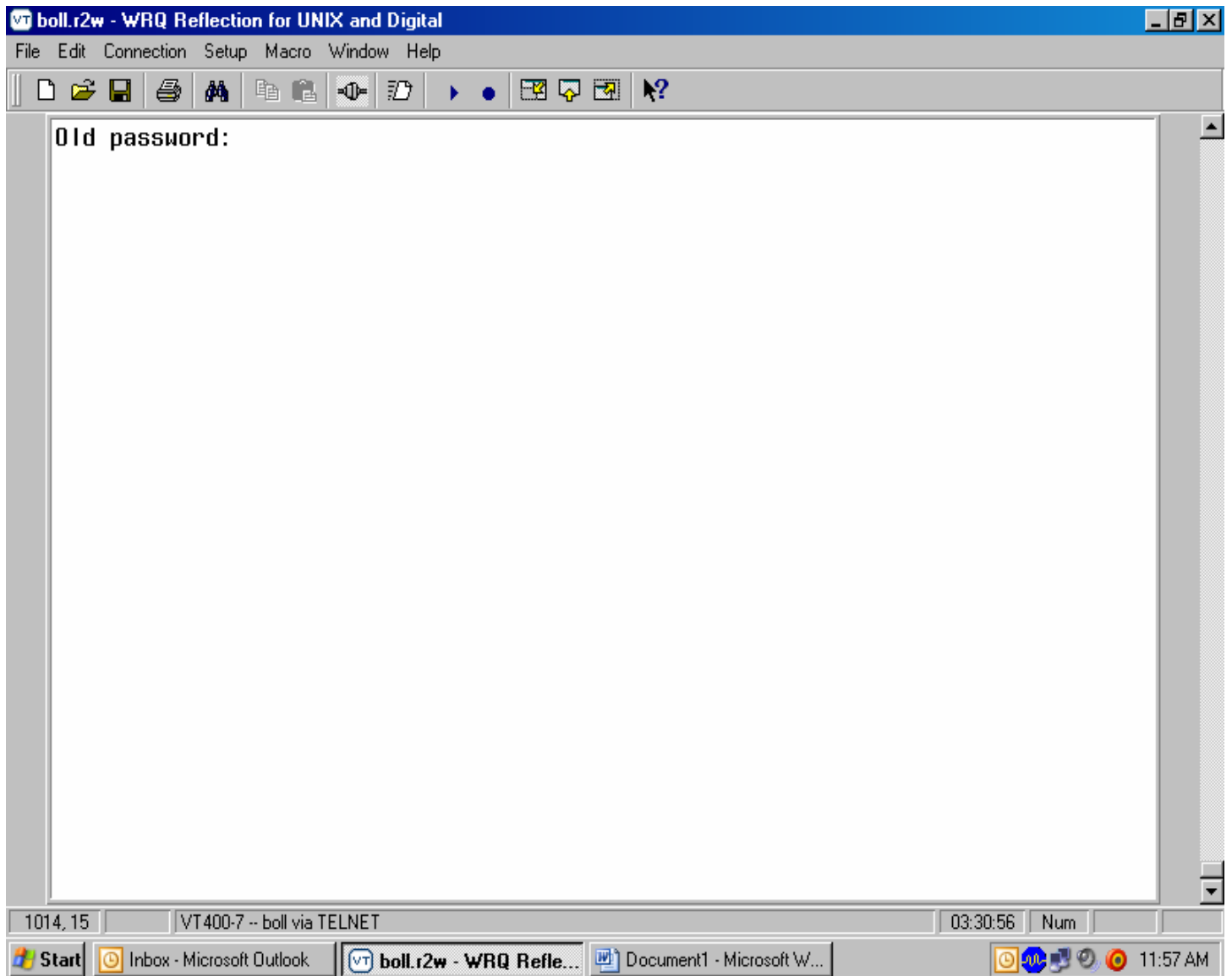
See next page.



Using your arrow keys on the keyboard (*mouse will not work*), hit the arrow key pointing down until the menu choice PASSWORD is highlighted.

With PASSWORD highlighted ... strike the enter key.

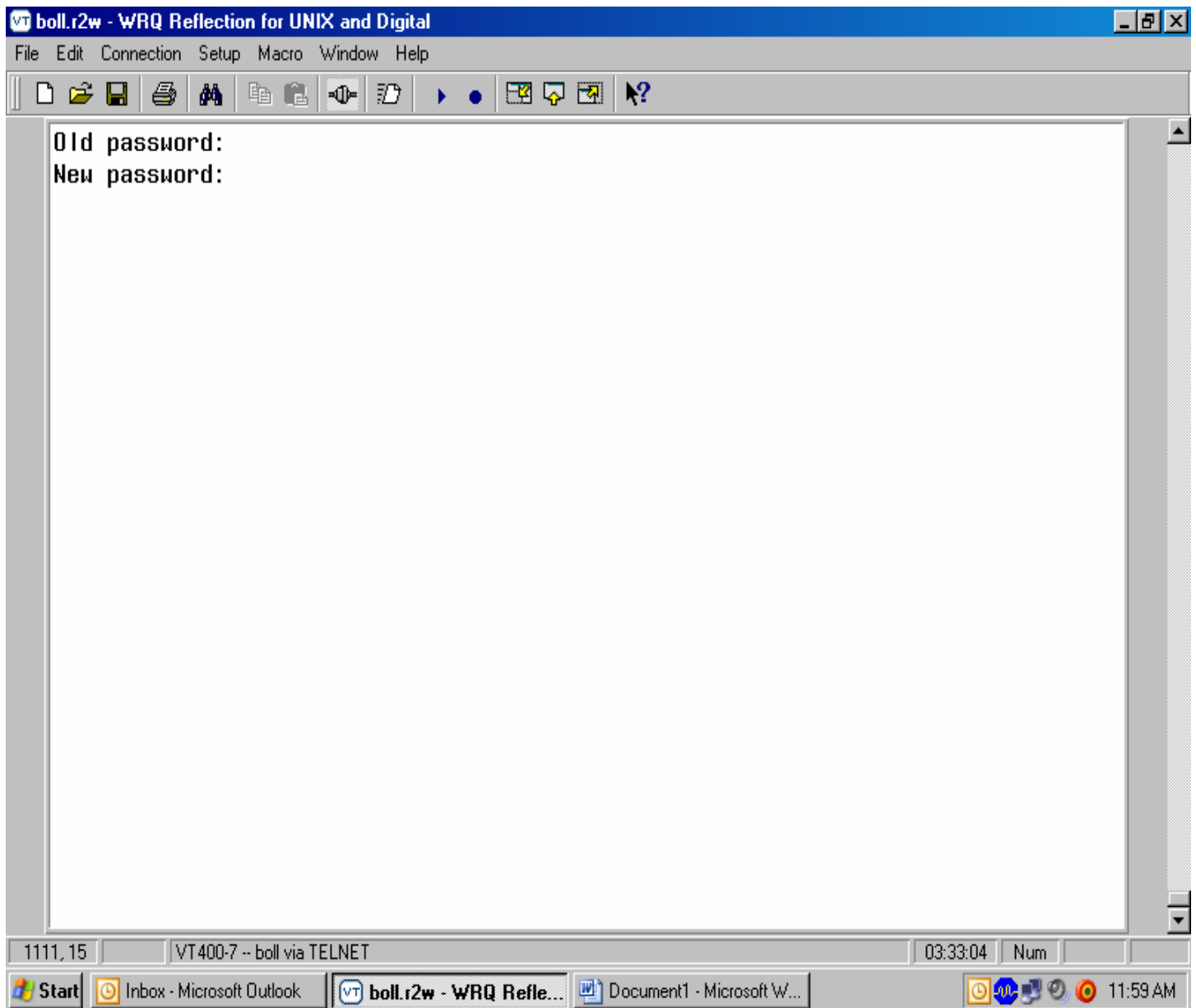
See next page



After you strike the enter key, the above screen will display with the cursor flashing in the first position of Old password field.

At this cursor, key in your old password. This is the password you used when you logged on BOLL (current password). The cursor will not move nor will the characters display. When you have completed entering your old password, strike the enter key. *(If you think you have made a mistake keying the old password, you can strike the Backspace key multiple times (strike it more times than you actually think is necessary to ensure you are at the beginning of the field) and begin keying in your old password again.)*

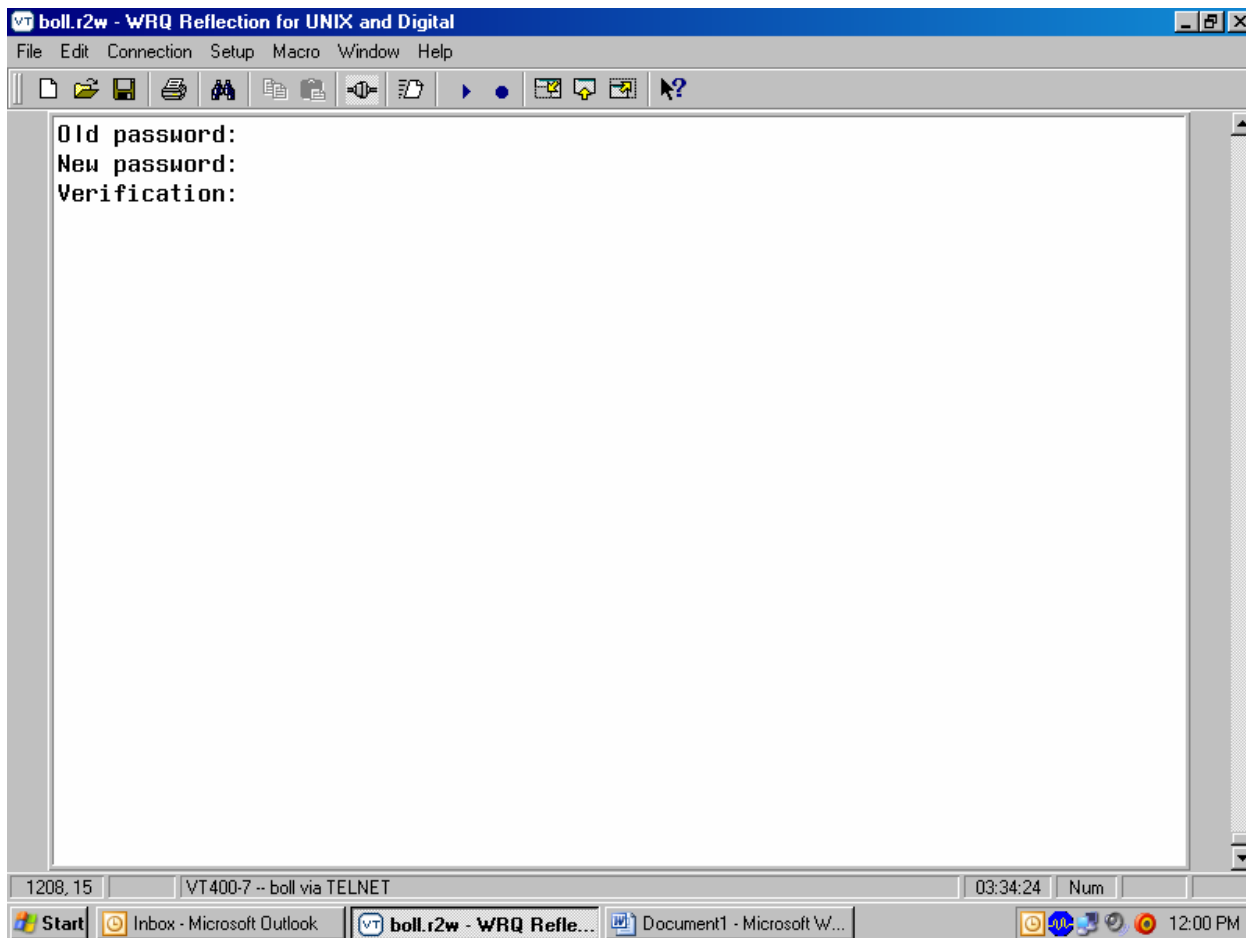
See next page



New screen appears as above with the flashing cursor in the first position of the New password field. At this position, begin typing the new password you have selected. Please note: The password should be at least eight characters and it is requested that it include both letters and numbers. Again, the cursor will not move as you type nor will the characters you type appear. *(If you suspect you made a mistake in your keying, strike the backspace key multiple times until you are sure you are back at the beginning of the field and begin typing again.)*

After you have entered your New Password, strike the enter key. A new screen will appear.

See next page.

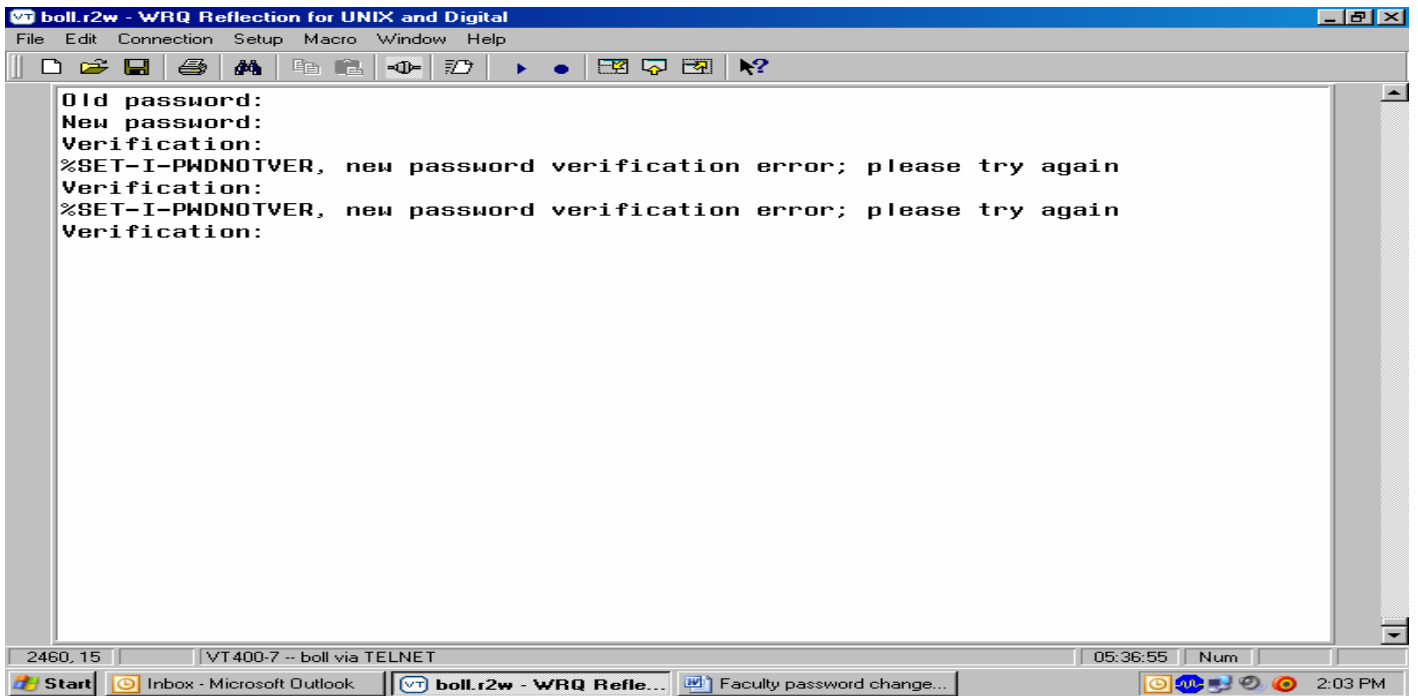
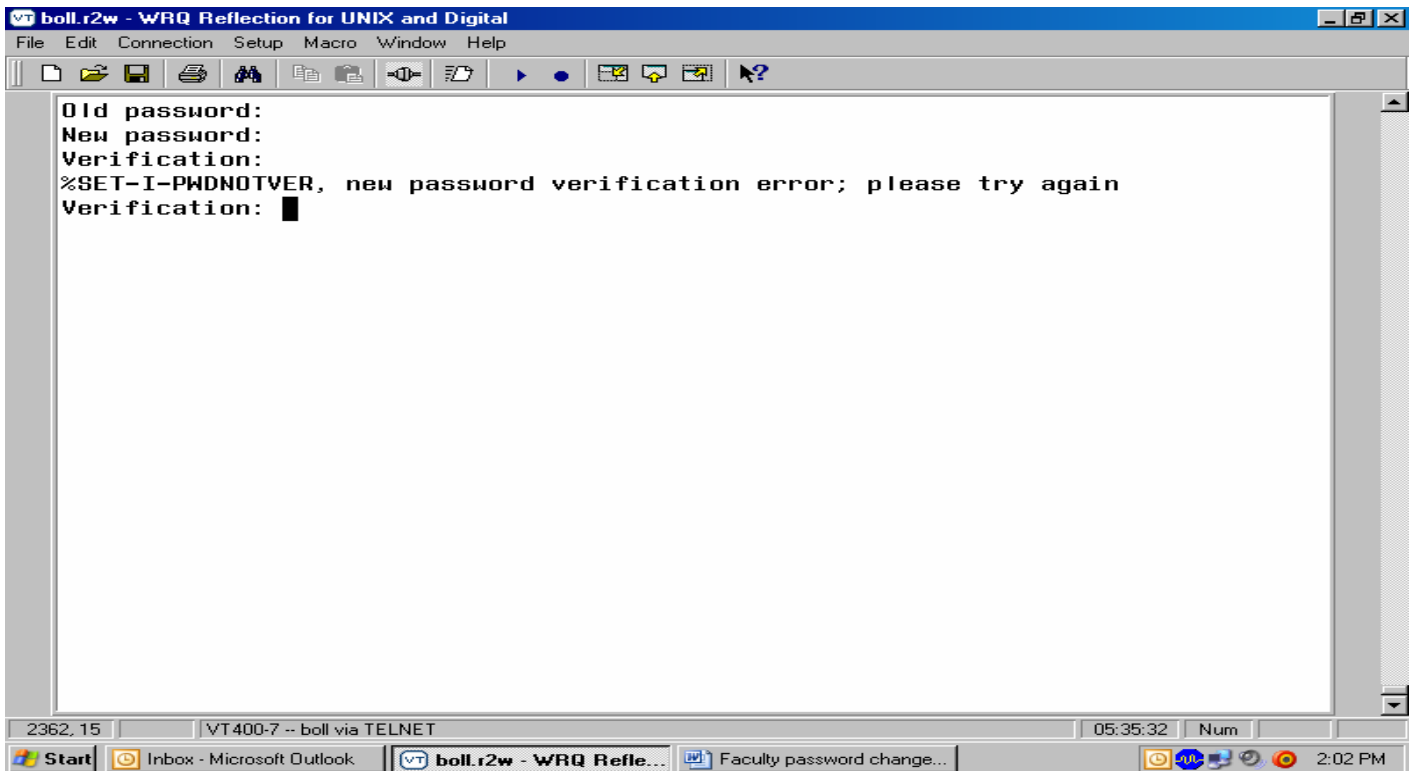


A new screen displays with the blinking cursor in the first position of Verification field.

At this position, key in the exact same characters you entered in the New Password field. New password and Verification fields must contain the same characters. Again, the cursor will not move nor will the characters you key display. *(If you think you made a mistake in keying the characters, strike the backspace key multiple times (in excess to be sure) to ensure you are at the beginning of the field and begin keying again.)* Strike the enter key.

If you do make a mistake in keying the Verification field or made a mistake in the New password field, and both do not match, the system will display a error message.

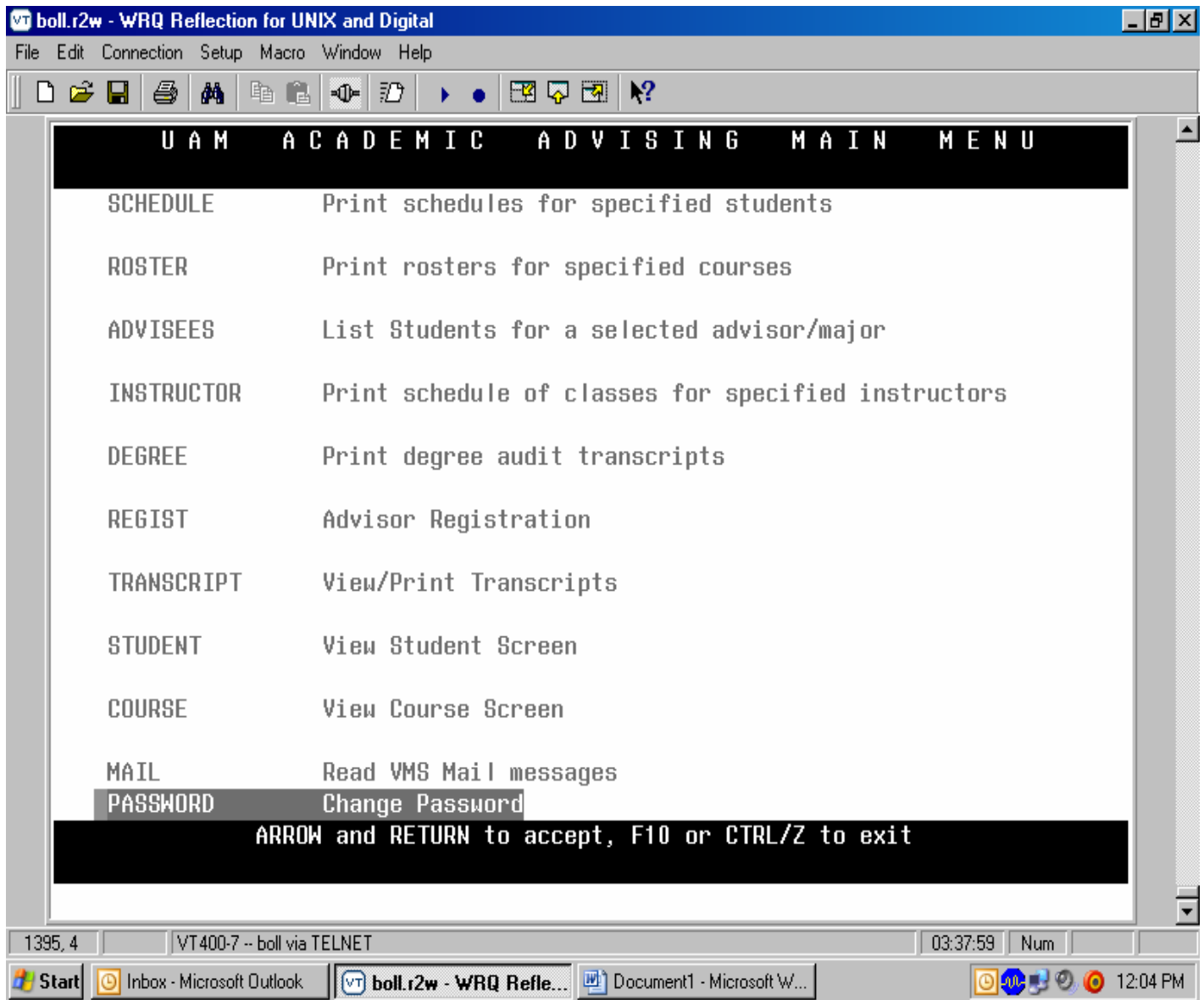
See next page.



You get three attempts to enter the Verification field exactly as the New Password field.

On the third attempt, if Verification field is still not correct, the screen returns to the Main Menu screen with PASSWORD highlighted and you start over with the first step. Nothing has been changed. Your old password is still the current password.

See next page.



If all goes well and you entered your Old Password, New Password, and Verification fields correctly, striking the enter key after each, the display will briefly show processing and return to the Main Menu screen as displayed above.

You have successfully changed your password. You may continue with your work by selecting other choices on the menu or log off BOLL.

The next time you log on to BOLL, you will use your new password you just created.