



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - September 2010

Email Passwords

- Due to heightened security concerns **you are now required to change your email password by September 28**, 2010. Passwords must comply with the DOC Password Policy just like your network password. This means it must contain:
 - At least 12 characters
 - Upper case and lower case characters
 - Numerals
 - Special characters, for example: \$ # % ^
 - Must not contain user's account name or parts of the user's full name beyond 2 consecutive characters
 - Six of the characters must occur only once in the password.
- **To change your password:**
 - Go to <https://ui.nems.noaa.gov> (The same url you use to create your vacation message.)
 - Enter your current username and password and click the "Login" button
 - When logged in, click your name at the top left of the page
 - Click the **Change Password** button
 - Enter your new password twice and click Change Password.
- **Any account not updated by September 28th will be locked until the password is changed.**

If you require additional assistance updating your password please contact the help desk at x6377.
- **Oracle Calendar Users**
 - Your password is automatically copied from the email directory to the Oracle directory, but it may not happen for several hours.
 - Continue to use your **OLD** calendar password until it stops working. Then begin using the new password.
 - **If the old password is still working after a whole day**, then the sync did not work. In this case you should email the Help Desk at wasc.helpdesk@noaa.gov stating that the old password is still functional after a day and a manual sync is required. We will forward this request to the MOC. In the meantime continue to use the old password as long as it works.

- **If the new password will not work** after the old one stops working, the passwords have been synced, but the calendar system does not "like" the new password. You will have to change your email password again, this time leaving out one of the suspected characters/words/phrases/etc. It would be very helpful to note if the first character of the broken password is numeric, alphabetic, or a special character, and if special, what it is. Please email this information to the Help Desk at wasc.helpdesk@noaa.gov.
- At this time, #_@\$%^&!() are known to work.

If you have any questions, please call the Computer Helpdesk at 6377.

September Tech Tips

- **Index of Tech Tips**

We have created a collection and index of all the Tech Tips sent out by Systems Support. You can find the index at www.wrc.noaa.gov/systems/techtips.htm All previous Tech Tips are available as PDF documents.

- **Changing order of paragraphs, rows, or bullets**

When working in Word you may find that you want to change the order of rows in a table, or perhaps change the order of bullet items in a list. You can move rows up and down through a table by using **Alt-Shift-UpArrow** and **-downArrow**.

Pressing Alt-Shift-UpArrow will move whichever item the cursor is on up higher in the table and move the other items down. Pressing Alt-Shift-downArrow moves it back down. This also works on any paragraphs in the document, including bullets and numbered items. If you highlight multiple paragraphs or bullets, you can move them up and down as a block.

If you have any questions, please call the Computer Helpdesk at 6377.