

What to do when your GroupWise software Notifies you the password has EXPIRED.

1. You get the following message when you login to GroupWise.



You must change your password. Type in a new password that meets the new complexity standards. They are:

- 8 - minimum number of characters
- 1 - minimum number of lower case letters
- 1 - minimum number of UPPER CASE letters
- 1 - minimum number of numbers

A few additional notes:

- Leave the check box "Use single sign on" UNCHECKED - this not the TAMU HR SSO
- Symbols are optional
- Do not reuse a password!
- you have 6 "grace" logins so you can make a mistake or two when typing a new password

2. When you have entered the new password, Click OK

AND when it is accepted, you will be connected to your email.