

## CHAPTER 2

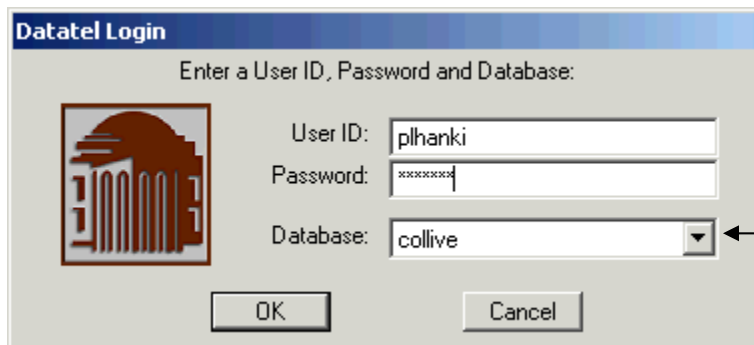
### LOGGING IN and CHANGING YOUR PASSWORD

**Step 1.** To begin logging in, perform one of the following procedures:



- Double-click the desktop icon **OR**
- Click on your desktop's Start menu and select Programs > Datatel > Datatel.

The Login dialog box displays, as shown in Figure 2-1. If needed, pull this Database menu down to display accounts available (i.e., collive, c17test).

A screenshot of a Windows-style dialog box titled "Datatel Login". The dialog box has a blue header bar with the title. Below the header, it says "Enter a User ID, Password and Database:". On the left side, there is a square icon with a red border containing a stylized building facade. To the right of the icon are three input fields: "User ID:" with the text "plhanki", "Password:" with "\*\*\*\*\*", and "Database:" with a dropdown menu showing "collive". At the bottom of the dialog box are two buttons: "OK" and "Cancel". A black arrow points from the right side of the dialog box to the Database dropdown menu.

**Figure 2-1:** User Interface 1.0 Login Dialog Box

**Step 2.** To continue logging in:

- Enter your user ID and password and click OK.

A dialog box appears informing you that User Interface 1.0 is loading the application files. After the files are loaded, make sure the title bar at the top of the screen says Datatel Collive CF. If the last two letters don't say CF, click on the Apps drop-down menu and select CF. You may have to click twice to get the App changed to CF.

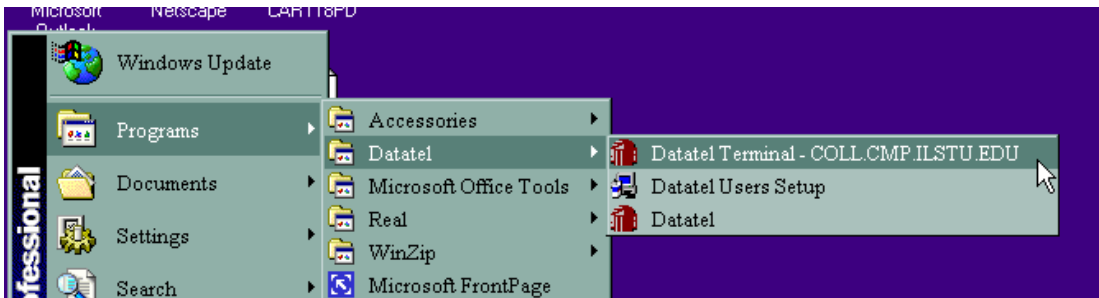
# FORCED PASSWORD CHANGE

## IF LOGGING ON TO UI 1.0 FOR FIRST TIME

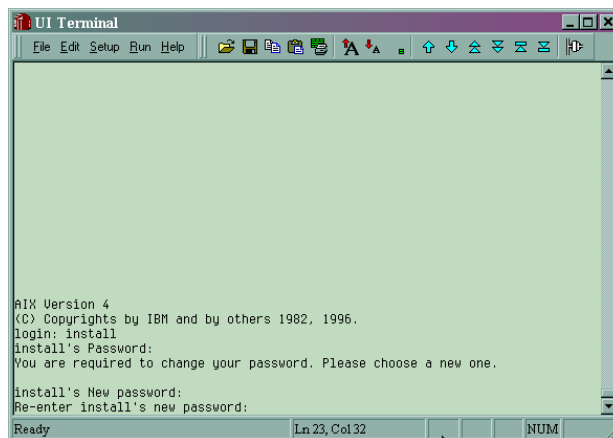
When you logon to the Colleague Live file (COLLIVE) for the first time, your temporary password will be provided in the e-mail confirming your account creation. You must change it and select a unique password before you begin using the Datatel system.

Following are instructions for changing your password in User Interface 1.0:

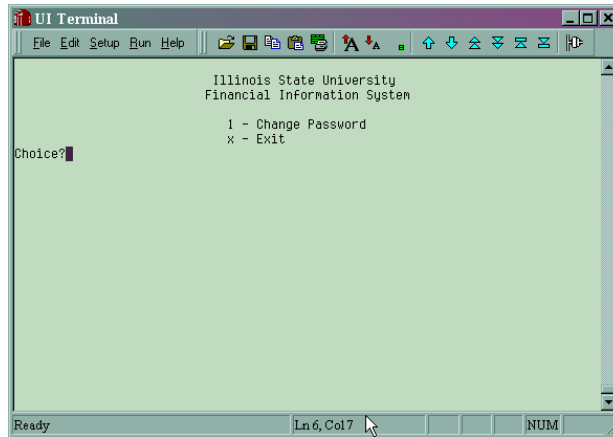
Click on Start > Programs > Datatel > Datatel Terminal - COLL.CMP.ILSTU.EDU.



At the "login:" prompt enter your User ID (xxxxxxx – usually the same as your ULID: University Logon ID – all lowercase characters); the next prompt will be for your password (provided in the confirming e-mail); type in your User ID once more, then click <Enter> again. You will receive a message that you must change your password. You will enter your OLD password, then your new password one time, then again to verify.



When you have finished, type X to exit, hit <Enter>, then File > Exit All.



## **ROUTINE PASSWORD CHANGE**

The internal auditors request that all Datatel users change their passwords at least once every 60 days for internal control security purposes. You may use the process by which you changed your password initially, or use a telnet session to change your password:

Click Start, highlight and click Run.

Type in "telnet"; push the space bar once, then type "coll.cmp.ilstu.edu" and click OK.

Enter your Login and old password at the prompt.

When the menu appears, select the item that says "change password".

Enter your old password.

A message appears prompting you to enter a new password.

Enter your new password at the prompt.

Re-enter your new password for verification.

Once the password is accepted, enter "x" when the menu appears to exit the telnet application.

**IF YOU FORGET YOUR PASSWORD, CONTACT  
THE DATATEL ASSISTANCE DESK AT 8-2270.**