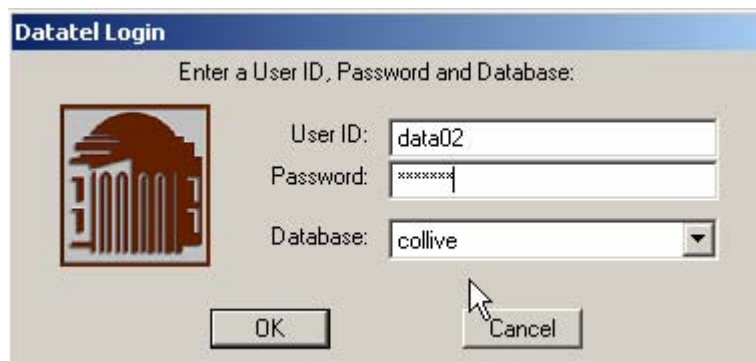


## Changing Datatel Passwords in UI 1.5 GUI or UI WEB 2.0

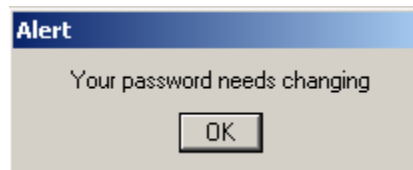
When you logon to the Colleague Live file (COLLIVE) for the first time, your temporary password will be (newpass). You must change it and select a unique password before you begin using the Datatel system.



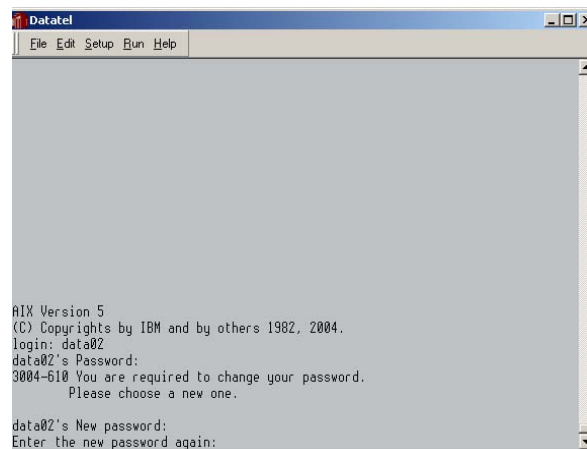
**TO ESTABLISH A DATATEL PASSWORD:** click on the Datatel icon on your desktop, or click on **Start > Programs > Datatel > Datatel**. At the Datatel Login prompt enter your User ID: (which should be identical to your ULID -- University Login ID); your temporary Password: (newpass), and select **collive** from the **Database:** dropdown box; then click on **OK**.

A screenshot of a Windows-style dialog box titled "Datatel Login". The dialog 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 background and a white silhouette of a building. To the right of the icon are three input fields: "User ID:" with the text "data02", "Password:" with "\*\*\*\*\*", and "Database:" with a dropdown menu showing "collive". At the bottom of the dialog are two buttons: "OK" and "Cancel". A mouse cursor is pointing at the "Cancel" button.

You will see an Alert box telling you that **Your password needs changing**; click the **OK** button on the Alert box.



Follow the instructions that appear on the grey screen:



You are required to change your password.

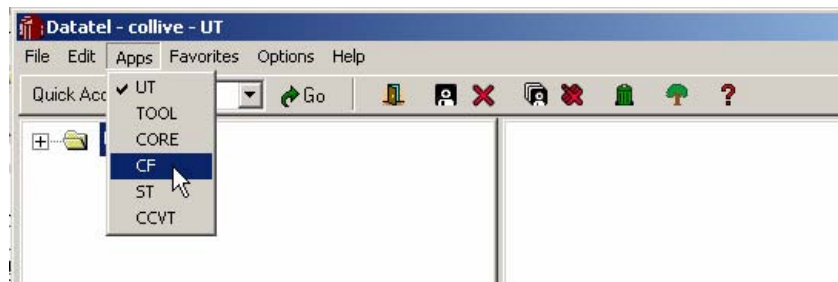
Please choose a new one.

User ID's New password: (your choice)

Enter the new password again: (verify your choice)

The grey screen should then disappear and the **Datatel UI** workspace will appear after a few seconds.

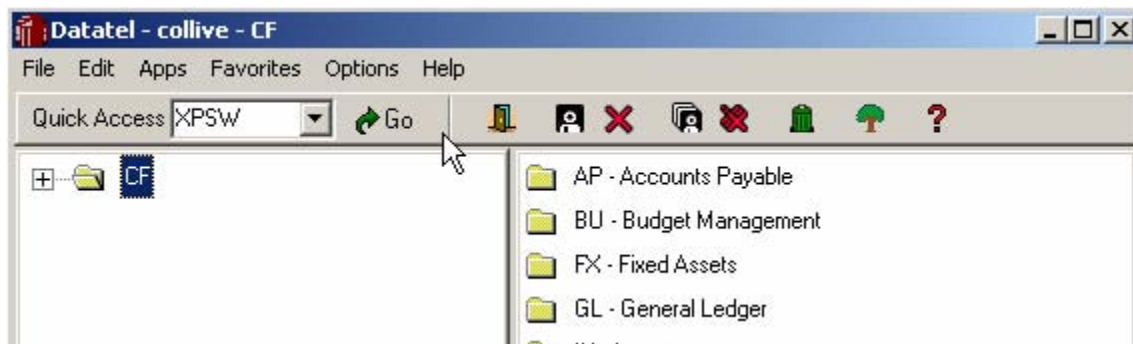
When Datatel is run for the first time in a new installation or by any user for the first time on any PC, the application defaults to **UT**, which will be displayed on the left side of the title bar (upper left corner of screen) after **Datatel - collive -** . You must be in **CF** for the mnemonics to which you have access. Click on **Apps** on the Colleague menu bar (upper left corner) and select **CF** for access to Colleague Financials. You may need to click on this twice.



## Changing Your Datatel Password

Although we do not currently expire Datatel passwords, users are strongly encouraged to change Datatel passwords on a regular basis. Changing your Datatel password on the same schedule as mainframe or ULID passwords is a good practice.

To change an existing Datatel password, logon to Datatel, then enter **XPSW** in the “Quick Access” field and click **Go**.



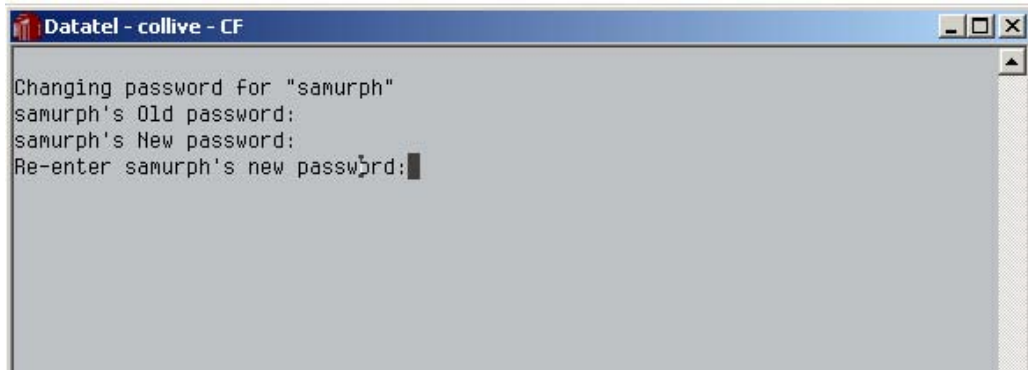
Follow the instructions that appear on the grey screen:

Changing password for "username"

username's Old password: (enter your old password and hit <Enter>)

username's New password: (enter your new password and hit <Enter>)

Re-enter username's new password: (enter your new password and hit <Enter>)



After verifying the new password and hitting <Enter>, the grey screen will disappear and you will return to the Datatel workspace. The next time you logon to Datatel, you will use the new password.

### **If you forget your password ...**

If you forget your Datatel password, contact the Datatel Assistance Desk at 8-2270 or Shirley Murphy at 8-7613 to have your password reset.