Password Manager is a MATC website that allows you to change your Novell/GroupWise/Blackboard password from any computer with internet access.

The website address of Password Manger is: http://www.matc.edu/TecHELP/TecHelp_PasswordManager.html

To Access Password Manager from the MATC homepage:

Go to http://www.matc.edu
Click on TecHelp (located in the blue MY MATC box on the left of the page)
Click on Password Manager from the left column
Click the orange Manage Password Here button

Enter your Novell/GroupWise username and password and click Login.
The First Time You Log In:

The first time you login to Password Manager you will be prompted to create two (2) challenge questions and answers. These are security questions and answers that you create and only you would know the answer to.

(IMPORTANT NOTE - It's important to create questions and answers that you will remember in the future. If you ever forget your Novell/GroupWise/Blackboard password you will be able to go to Password Manager, enter the answers to your questions and then change your password without ever having to remember the original one!)

Examples of Challenge Questions:

What was my childhood nickname?
What is the middle name of my youngest child?
In what city did I meet my spouse?
What was the name of my elementary school?
What is the name of my favorite childhood friend?

After entering typing your challenge questions and answers click the Submit button.
Changing Your Password After You’ve Logged In To Password Manager:

After you’ve logged in to Password Manager (and created your challenge questions if prompted) you’ll be taken to the Change Password screen. This is where you can change your Novell/GroupWise/Blackboard password.

The screen will tell you what convention your password must follow – how many characters it needs to be, and whether it requires numbers or special characters etc.

(IMPORTANT NOTE- Your screen may NOT look identical to the one below! You may have different password requirements than what you see below!)

- Enter your ‘Old’ password – the password you currently use to login to Novell/GroupWise/Blackboard
- Enter your New Password
- Retype your New Password
- Click Submit

The next screen will tell you that your password was successfully changed.
Changing Your Password If You Have Forgotten It:

If you don’t remember your Novell/GroupWise/Blackboard password you can still access Password Manager and change it! (As long as you’ve logged in at least once and created your Challenge Questions).

On the Password Manager login screen click the *Forgot Password?* link

Enter your Novell/GroupWise username and then click the *Submit* button
Next, type the answers to the questions that you set up previously and then click *Submit.*

**Changing Your Challenge Questions and Answers:**

Once you have logged in to Password Manager can change your challenge questions and answers at anytime by clicking the *Password Challenge Response* link.
Uncheck the box that says *Use Stored Response*?

Once the box is unchecked you can delete the questions that are contained in the Question field, and enter two new questions and answers. When finished, click the Submit button.