Why Do I Have to Keep Entering My Password in GroupWise?

Do you have to enter a password each time you open GroupWise on an NNU office computer? There is a simple fix to prevent this from happening.

**NOTE:** This process only applies to computers that run the NNU “managed image” and are logged-in via Novell. This includes all office desktop PCs and most NNU-owned notebook computers.

- Open GroupWise
- Click on **Tools**
- Select **Options** from the drop-down list

- Double click on **Security**
To make the fields under **Password (Security Options)** accessible, you must:

- Enter your current Novell password in the "**Old password**" box
- Click **Apply**

Then the other boxes are available.

- Put a check mark in:
  - **Use single sign-on**
  - **No password required with eDirectory**
- Click **OK**

Once you have completed this process, you will not be asked to enter a password each time you open GroupWise.

If you have further questions, please visit our Help website at: [http://help.nnu.edu](http://help.nnu.edu) or call the Technology & Media Resources office at 467-8111.