Changing The Login Password

A password will be assigned to you automatically whenever you are given access to IBIsys
ICONDESK. This initial password is the same for all new accounts created in ICONDESK.
It is therefore very important to change it to something unique.

| Method |

To Change the IBIsys ICONDESK password:
1. Press **ALT-TAB** until you reach the Olivetti IBIsys window.
2. Click on the **COMMAND** option from the menu bar.
3. Click on **CHANGE PASSWORD**.
4. Type the Old Password in the blank field, followed by **OK**.
5. Type in the New Password in the blank field, followed by **OK**.
6. Retype the New Password in the blank field provided, followed by **OK**.
7. A confirmation screen will appear. Click on **OK**.