



CENTRAL WASHINGTON UNIVERSITY

INFORMATION TECHNOLOGY SERVICES DEPARTMENT PROCEDURE

Title: iPhone/NotifyLink Password Change Procedures	Number: PR	Eff: Rev:
Purpose: To provide users with the training necessary to change their Wildcat password within NotifyLink.		
Procedure: NotifyLink is hosted on an off-site server and it does not automatically sync with the Groupwise Server when the Wildcat password is changed. NotifyLink information must be manually updated by the user or their designee. To keep the user's CWU account from locking up the user or their designee must: <ol style="list-style-type: none">1. Change their Wildcat password2. Immediately log into NotifyLink https://hosted4.notifylink.com/client/clientlogin.php or https://hosted5.notifylink.com/client/clientlogin.php depending on which is specified in your original letter from NotifyLink with their old Wildcat password.3. ITS recommends that the user bookmark this link for future reference as the Wildcat password expires every 90 days.4. ITS further recommends that the user add a task to your Groupwise calendar that includes these instructions a few days prior to when your Wildcat password expires.5. Insert and confirm their new Wildcat password in NotifyLink in four places: mail, calendar, contacts, and client web log in.6. Click Apply. You only need to click apply once.7. Click Log Off.8. Your iPhone is now able to connect to the NotifyLink server.9. This does not change anything on the iPhone		

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400 East University Way . Ellensburg, WA 98926-7436 . Phone: 509-963-2333 . Fax: 509-963-1385
Bouillon Hall Room 202 . Email: stephenm@cwu.edu . Home Page <http://www.cwu.edu/~its>
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NotifyLink log in page

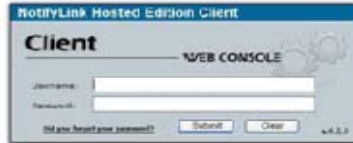
To update your password, log in to NotifyLink with your CWU email address and your **old** Wildcat password.

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NotifyLink navigation page

Click on accounts

NOTIFY
TECHNOLOGY

v.4.8.0

Expand All Collapse All

Home

Mailbox Properties

General

Mail

Logout



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NotifyLink change password page Fill in all the areas circled, then insert and confirm your NEW Wildcat password in the four spaces indicated by ✓

Email Account Information

To reset your mailbox or client login password, enter your new password in the fields below. Leaving the password fields blank will not reset the password.

Mailbox Information

Display Name:

Mailbox Name:

Username:

Reset Mailbox Password:

Confirm Password:

Your client password will be set to your mailbox password. You still need to Apply Changes.

The user's pim passwords will be set to their mailbox password. You still must Apply Changes.

Incoming Mail Server: bsn0-9.edmz.cwu.edu

LDAP Server: None

User Class: Central Washington University

PIM Login Information

Calendar Server: bsn0-9.edmz.cwu.edu (port: 1677) [GroupWise]

Calendar Username:

Reset Calendar Password:

Confirm Calendar Password:

Contact Server: bsn0-9.edmz.cwu.edu (port: 1677) [GroupWise]

Contact Username:

Reset Contact Password:

Confirm Contact Password:

Task Server: None

Task Username:

Reset Task Password:

Confirm Task Password:


Client Web Login Information

Client Username:

Reset Client Password:

Confirm Password:

Your mailbox password will be set to your client password. You still need to Apply Changes.




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Click apply changes  , then Logout. NotifyLink is now synced with your Groupwise account.

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