
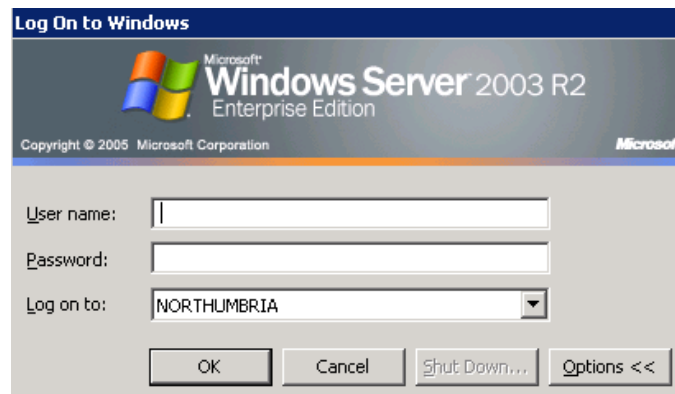



CRIB SHEET – LOGGING INTO SWIFT

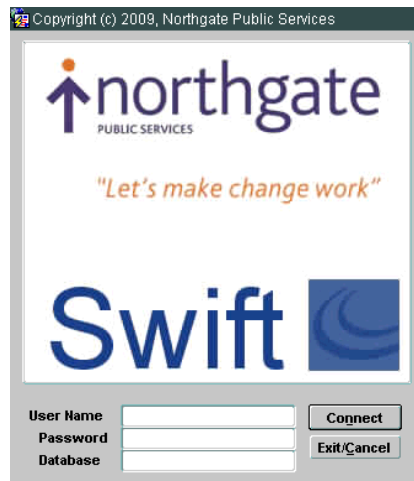



- Double click on the Swift icon on your PC desktop.
- The Windows Terminal Server login screen will appear and you will need to enter your Northumbria network login and password and click on .



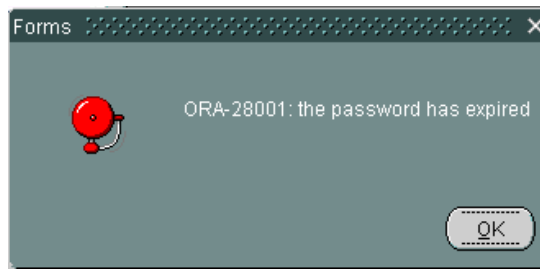
Note: ensure that NORTHUMBRIA displays in the Log on to field. If it doesn't you will need to select this from the list of options available by clicking on .


The following screen will be displayed:



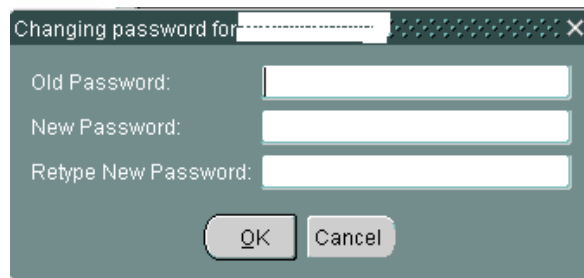
- Enter your Swift User Name in the User Name field.
- Enter the Swift password shown in the email you have received in the Password field.
- Enter ALIVE in the Database field and click on .


The following message will appear to inform you that your password has expired and you will be prompted to change this password:



- Click on .

The following screen will be displayed:



- Enter the Swift password shown in the email you have received in the Old Password field.
- Enter a new password into the New Password field and the Retype New Password field. Your password will need to conform to the following rules in order for it to be accepted:
 - ◇ Cannot be the same as any of the previous 8 passwords used.
 - ◇ Must be a minimum 8 digit combination of letters, numbers and special characters and ensure that consecutive passwords are not used e.g. m#pa\$sd1, m#pa\$sd2, m#pa\$sd3 etc.
 - ◇ Numbers and special characters must not be used at the start of your password.
 - ◇ Should not contain consecutive characters which are the same e.g. rd115n#lkw17dss!
- Click on . Your Swift Launch Pad will be displayed.