

CRIB SHEET – RESETTING SWIFT PASSWORD

If you have forgotten your Swift password you will be able to reset this password yourself via an icon on your PC desktop.

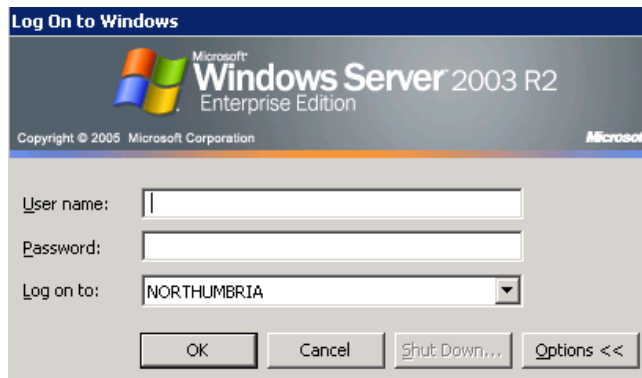
Your new password will be sent to you by email and on accessing Swift with your new password you will be prompted to change it.

Accessing the Reset Swift Password Screen




- On your PC desktop double click on

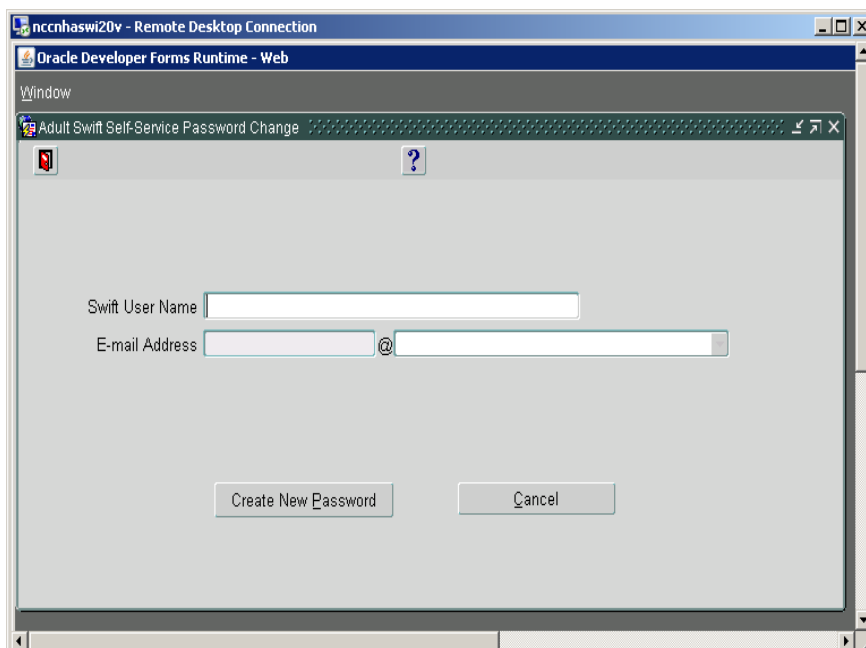
The following screen will be displayed:





- 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 .

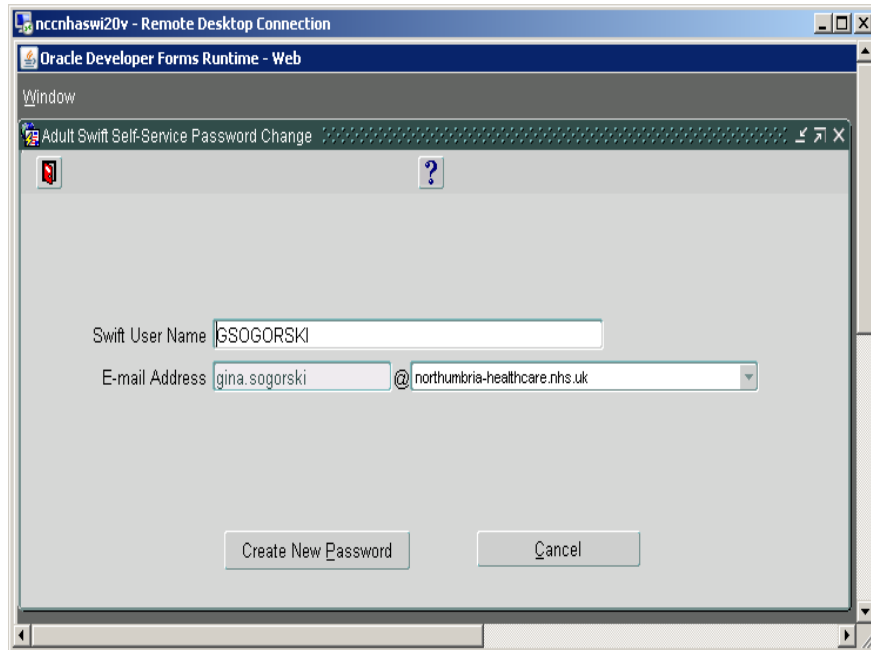
The following screen will be displayed:




Resetting Your Swift Password

- Enter your Swift User Name in the Swift User Name field and press either  (Tab) or  (Enter/Return).

You will see your email address appear in the E-mail Address field.



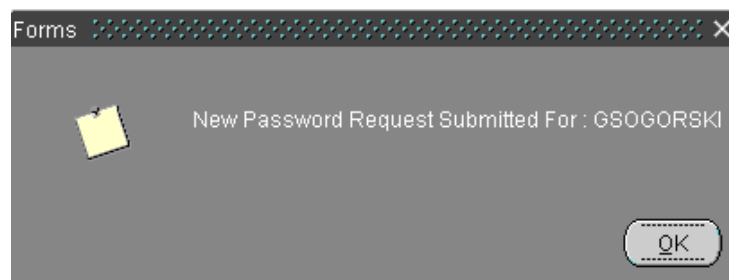
- If the last part of your email address is incorrect, e.g. anything after the @ sign, you can click on  and make the correct selection from the list available.





If the first part of your email address is incorrect, you will **not** be able to reset your own Swift password. You will need to report this to Systems Support Help Line for your email address to be amended and your password to be reset.

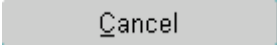

- Click on .

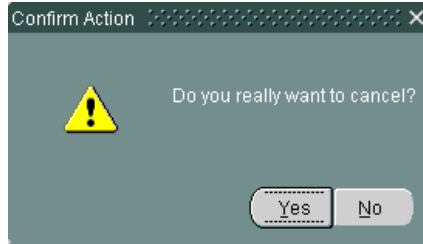
A message will appear to confirm that your password has been reset:




- Click on .
- This will leave a grey window on the screen and you will need to click on the  (exit) button at the top right of this window to close this.
- Your new Swift password will be emailed to the address that appeared on the previous screen.

Closing the Reset Password Screen Without Changing Password

- To cancel resetting your password and exit the password change screen, click on . Click on  when the following message appears:




- This will leave a grey window on the screen and you will need to click on the  (exit) button at the top right of this window to close this.

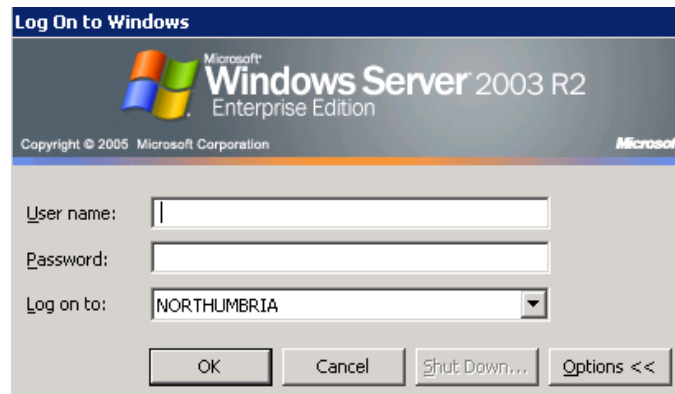
Accessing Swift With Your New Password


- On receiving the email with your newly reset password, 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 .

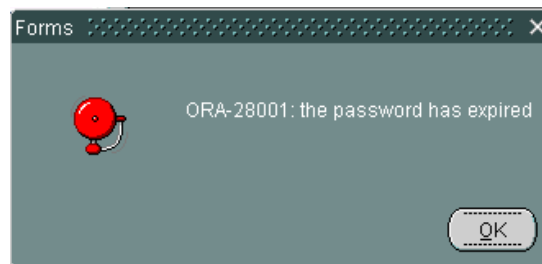


Note: ensure that NORTHUMBRIA displays in the Log on to field. If it doesn't you will need to select this from the list of options available by clicking on .

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.