Changing Passwords in Raintree

General rules to follow when making a new password:

Select a password that is easy to remember, but hard to guess.
Do not use your name, your children's, animal's, or parent's names
Do not use a word found in the dictionary
Include alpha and numeric characters (letters and numbers)
Password minimum is 7 characters
Do not write your password down
Do not share your password with anyone

To change your "Raintree" password, which is the password for both network access and email account access, do the following:

- Log in to Raintree
- Press F4 from the Main Menu to bring up the select menu

- Click the "Change Password" selection
- Click YES in the "are you sure you want to change your password" popup
- A form will appear with two boxes
- Type the "new password"
- Press TAB
- Type the "new password" a second time for confirmation that they match
  Press F10 to save the new password